

Position Description

PROGRAM COORDINATOR - VMA

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| Award coverage/ classification | Social, Community, Home Care and Disability Services Industry Award 2010 Social and Community Services Stream - Level 5 |
| Location/team | Adelaide – VMA |
| Hours of work | Full time - 5 days per week (76 hours per fortnight) |
| Status of role | Fixed Term to 31 st August 2026 |

Position summary

The **Program Coordinator – VMA** is responsible for development and delivery of SA jurisdictional deliverables related to the **Volunteer Management Activity (VMA)** as per funding outcomes, and assist with services to deliver volunteering outcomes that grow involvement and knowledge in volunteering.

Key performance areas

Responsibilities / Accountabilities

Services

Program planning and coordination

- Review and revise the SA VMA Annual Work Plan (AWP) and coordinate the delivery of activities to meet objectives as per the funding agreement.
- Provide targeted support to program partners engaged to deliver AWP objectives.
- Undertake regular review and evaluation of programs delivered as part of the VMA AWP.
- Contribute to National VMA objectives and AWP including representing SA in National VMA Coordination Group and participating in sub-committees and other activities as required.
- Provide oversight to the Volunteer Resource Centre (VRC) VMA AWP
- Identify and communicate program implementation risks to senior management.

Learning & Development

- Identify VMA-related topics and industry experts to deliver online and/or in person learning and development sessions for volunteering involving organisations.
- Contribute to the development of resources and information to build the capacity of VIOs in best practice volunteer management and inclusion and diversity in volunteering.

Sector Engagement

- Identify, coordinate, and facilitate events and other engagement activities in line with VMA objectives and other organisational objectives as required.
- Facilitate regular VMA community of practice, network meetings, and advisory groups to enhance knowledge and practical application of inclusion and diversity.

Programs & Reporting

- Collate data and feedback to prepare and submit jurisdictional VMA reports (monthly and 6 monthly), and other organisational reports as required.

| Relationships | |
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| | <ul style="list-style-type: none"> • Collaboration with Volunteer Resource Centres to support VMA objectives jurisdictionally. • Cooperative, professional and positive relationships developed and maintained with all VMA project partners, stakeholders, including rural, regional and remote stakeholders. • Supervise and support reporting staff members effectively and efficiently to undertake their duties. • Develop and maintain effective relationships with employees, volunteers and contribute to and support a positive and inclusive workplace culture. • Collaborative and respectful participation in relevant workforce activities. |

Authorities / Accountabilities

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| Financial | As per Delegations of Authority policy |
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Reporting / Working relationships

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| Position reports to | Executive Manager - NT (Northern Territory) |
| Direct reports | VMA consultants, casual staff and volunteers |
| Internal relationships | VSA&NT workforce |
| External relationships | Volunteer Involving Organisations/ Volunteering Peak Bodies/ Government and Non-Government agencies / Not for profit organisations / priority groups |

Standard conditions

The Incumbent must observe all lawful intentions & instructions and abide by VSA&NT Policies & Procedures.

Positions may be required to complete a Declaration of their appropriateness to work, including eligibility to work in Australia. Additional screening checks may apply as required by program funding contracts.

Additional hours may be required, as negotiated with, and approved by the CEO or delegate.

Regional and inter-state travel may be required.

Current driver's licence and use of own vehicle, if required and approved (mileage reimbursement will be paid as per applicable Award for this position).

Duties will normally be performed within the hours of 8.00am – 6.00pm Monday to Friday.

Annual Performance Appraisal will occur.

Annual Leave and other entitlements as per National Employment Standards (NES).

Where the incumbent identifies a conflict of interest with another paid or unpaid role externally held by them, the CEO or delegate must be advised as soon as reasonably practicable.

Special conditions

Metropolitan and regional travel may be required.

Interstate travel may be required.

Requirement to hold, or be willing to obtain, a National Police Check.

Essential requirements

Qualifications

Relevant qualifications in Social Sciences or other relevant sector (e.g. Social Work, Community Development, Project Management or related) at diploma level or above, or demonstrated equivalent experience.

Skills, knowledge and experience

Demonstrated experience in inclusion, diversity and access practices

Demonstrated experience working in and/or knowledge of the for-purpose sector and volunteer involving organisation.

Excellent interpersonal skills and demonstrated ability to build relationships with diverse and inclusive workforce and/or stakeholder

Demonstrated experience in project management, including an ability to effectively plan, implement and evaluate and report projects and events

Detailed approach to data collection and report writing

Demonstrated understanding of issues relating to community capacity building

Proficient use of Microsoft Office suite, online communications, administrative systems/processes

Ability to set priorities, with sound organisational and time management skill

Demonstrated ability to work collaboratively in a multi-disciplinary workforce.

Desirable requirements

Knowledge of community & volunteering sector principles and issues

Experience in managing program budget allocations

Knowledge and/or experience in regional and remote service delivery in South Australia.

Supervising lower-level employees and volunteers in person and remotely.

Personal abilities and aptitudes

Professional, diligent, demonstrate initiative

Proactive self-starter with a high degree of self-management and a can-do attitude

Ability to work independently, as well as part of a team

A professional, inclusive and flexible approach with excellent customer service skills

Self-motivated with ability to work as part of a multidisciplinary team and to share information and expertise

Ability to set and meet work targets under limited direction

Ability to work in a changing, complex environment

Taking initiative and bringing new ideas to service provision

Strong commitment to health and safety in the workplace.

Employee agreement

Signature: _____ Date: _____

Employee's name: _____

Organisational acceptance

Signature: _____ Date: _____

Organisational Representative's name: _____

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| PD creation date | 27/08/2024 |
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