

RDA Carine Volunteer Manager

Role Information, Requirements & Accountabilities

The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed by the Employer during employment on an as-needed basis.

General role information

Role name	RDA Carine – Volunteer Manager
Hours	Part time (12 hours per week)
Reporting to	RDA Carine Executive Officer
Location	77 Monyash Road, Carine
Remuneration	<p>\$58,000 - \$60,000 (pro rata) depending on skills experience and qualifications (pro rata) inclusive of superannuation.</p> <p>In addition, as RDA Carine is an endorsed charity with a Gift Recipient Status, you have the option to salary package up to \$15,900 each Fringe Benefit Tax (FBT) year for general living expenses. General living expenses covers many of the everyday expenses you would usually pay such as groceries, petrol, mortgage, rent or even school fees.</p>

Primary Purpose

The primary purpose of the **RDA Carine Volunteer Manager** is to recruit, manage, retain and reward the organisations volunteers with a focus on maintaining the agreed standards and processes.

Key Accountabilities

- Manage the recruitment, retention, training and reward of volunteers
- Effectively support the relationship between the organisation, the volunteers and the clients in relation to our riding program
- Contribute toward strategies that foster continuous improvement of the agreed standard and process
- Collaborate with colleagues within RDA Carine and associated partners and volunteers on various issues that relate to or effect the running of the riding programs
- Implementation and maintenance of key processes
- Ensure information regarding volunteer procedures and policies is accessible to all relevant stakeholders
- Provide information via emails, Enewsletters, discussion or documentation to volunteers as required
- Management of all resources related to volunteer roles
- Provide leadership in the execution of the Association's strategies
- Work with, and support the Executive Officer and volunteers to conduct and develop the Association's program
- Ensure the Association's physical assets are secured, maintained and used appropriately
- Publicly represent, promote and communicate the objects, program and achievements of the Association
- Overall Management of the Association's volunteers including but not limited to;
 - Volunteer recruitment and retention
 - Coordination of volunteer training
 - Risk monitoring and reporting
 - Volunteer administration & accreditation
- Advocating for change whilst building relationships with key stakeholders
- Assistance in delivery of strategic events

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Other Accountabilities
<ul style="list-style-type: none"> ❖ Continually look for ways to improve current work processes, procedures and volunteer relations ❖ Develop and maintain high quality working relationships with clients, coordinators and volunteers ❖ Open, transparent, proactive and mutual communication with all contacts ❖ Assist the Executive Officer in the ongoing growth and development of the organisation
Problem solving
Be able to identify areas for improvement. Provide input into resolution strategies.
Key relationships
Liaising with EO, volunteers, clients and stakeholders.
Education and qualifications desirable
Tertiary qualifications in a training related area will be well regarded. Vocational qualifications in business or administration. First Aid certificate. Driver's licence. Working with Children Card desirable but can be applied for on appointment.
Technical skills and knowledge
Sound computer literacy skills across a range of software and Microsoft suite of Word; Excel; Outlook Express. Reporting and analytical skills.
Relevant experience
Volunteer management experience including very good attention to detail, planning and organising skills. Experience in dealing with relationships in term of building strong relationships and speed of service delivery and influencing skills. Experience in campaigning or appealing to various entities for support.
Our expectations of you
<p>Be able to work independently, taking initiative when required.</p> <p>Maintain a professional and timely demeanour in all communication and correspondence.</p> <p>Hold a current Working With Children check (WWC) (can be arranged)</p> <p>Current Police Clearance</p> <p>Understanding of the current volunteer related rules and regulations.</p> <p>Your ideas and suggestions for continuous improvement.</p> <p>Actively promote and support RDA Carine riding program.</p> <p>Triple vaccinated for COVID-19</p>
What you can expect from us
<p>Ongoing training and support via meetings or workshops</p> <p>First Aid training (if required)</p> <p>Reimbursement for Working With Children check</p> <p>To be part of a vibrant and dedicated team</p> <p>To be treated with respect</p> <p>Opportunities to be involved in future projects</p>
Resources and Tools
<p>Click here to view to learn more about the volunteer roles</p> <p>Click here to view to learn more about our Association Committee Members</p> <p>Click here to view to review the Volunteer General Conditions of Service</p> <p>Click here to view to review the Volunteer Manual</p> <p>Click here to view to learn more about our Association's Strategic Plan</p>

To apply, send a cover letter and resume to admin@rdacarine.org.au or via Seek.com by close of business on Sunday 20th March, 2022.