

Program Coordinator, Workplace Volunteers

<p>About Ardoch</p>	<p><i>Ardoch is a children's education charity focused on improving educational outcomes for children and young people in disadvantaged communities.</i></p> <p>Our mission is to increase engagement in education, build aspirations and enhance learning outcomes for children in disadvantaged communities by:</p> <ul style="list-style-type: none"> • Mobilising volunteers and connecting partners* to build the capacity of schools and early years services in these communities; and • Advocating for, and influencing policy change to reduce inequity in education <p>We rely on the support of the community to raise more than \$2 million each year. More than 93 percent of our revenue comes from fundraising efforts.</p> <p>Ardoch's volunteer programs are Award winning and Ardoch was named a 2017 Victorian Finalist (Charity Category) in the Telstra Business Awards</p>
<p>Vision</p>	<p>Every child's and young person's potential is realised through full participation in education</p>
<p>Values</p>	<ul style="list-style-type: none"> ★ Community - we bring people together ★ Commitment - we seek long term solutions ★ Collaboration - we partner for maximum impact ★ Respect - we listen and we care ★ Accountability - we are open, honest and responsible
<p>Position Title</p>	<p>Program Coordinator, Workplace Volunteers</p>
<p>Organisational Unit</p>	<p>Programs Team</p>
<p>Tenure and Hours</p>	<p>22.5 hours per week</p>
<p>Job Classification</p>	<p>Modern SACS (Social, Community, Home Care and Disability Services Industry) Award 2010 Level 5, Pay Point 1</p>
<p>Position Objective</p>	<ul style="list-style-type: none"> ★ To grow Ardoch's workplace volunteer programs, with a focus on key national programs: Literacy Buddies® and Numeracy Buddies; ★ To support the research, development and implementation of workplace volunteer programs that deliver learning and wellbeing outcomes for children and young people; and, ★ To build Ardoch's profile as a leader in mobilising workplace volunteers.
<p>Location</p>	<p>Level 4 / 85 Queen Street, Melbourne VIC 3205</p>

Reports to	National Programs Manager
Direct Reports	Nil paid staff Volunteers
Key Stakeholders	Ardoch staff and volunteers; schools and alternative education settings; peak bodies; corporate and community organisation volunteers, program coordinators in workplaces, IT providers,
Performance Measurement	A detailed annual work plan will be developed in line with the Position Description and Ardoch's Annual Operational Plan to measure performance.

Position Responsibilities

1. Program Growth and Development

- ★ Support and coordinate the development and delivery of a long-term strategy for the growth of Ardoch's Literacy Buddies®, Numeracy Buddies and other workplace volunteering programs across Australia in line with organisational objectives, including working closely with the Fundraising and Engagement Team to review and develop business models
- ★ Engage new schools in areas of disadvantage across Australia to participate in Ardoch's workplace volunteering programs
- ★ Support the Fundraising and Engagement Team to acquire new corporate partners for Ardoch's workplace volunteering programs
- ★ Engage universities, TAFE colleges, local councils and other community organisations to participate in Ardoch's workplace volunteering programs
- ★ Apply continuous quality improvement to ensure program consistency and effectiveness
- ★ Work with the National Programs Manager to research and develop new and existing workplace volunteer programs

2. Program Delivery and Coordination

- ★ Ensure all workplace volunteers are registered with Ardoch, properly briefed, with child safety compliance complete, before participation in programs, and engaged in comprehensive volunteer journey
- ★ Oversee administration of Ardoch's workplace volunteering programs including review and design of program support materials, training of all parties, letter exchanges, blogs between students and volunteers and manage ongoing communications with participating partners
- ★ Liaise with teachers and Workplace Coordinators to set up, coordinate and attend (as appropriate, including interstate) visits and activities to workplaces and/or schools for each program
- ★ Manage the financial resources allocated to the programs through organisational budgetary processes

3. Relationship Management & Development

- ★ Manage relationships with participating schools and workplaces to ensure high levels of engagement in programs, and proactively identify and manage any issues that may arise
- ★ Develop strong relationships with key internal stakeholders

4. Data Collection, Reporting & Administration

- ★ Ensure regular case studies and timely and accurate data collection and reporting for Ardoch's workplace volunteering programs to support Ardoch's advocacy and evaluation, marketing and reporting
- ★ Lead annual review of workplace volunteering programs against monitoring and evaluation framework
- ★ Support external evaluation of workplace volunteering programs as applicable
- ★ Update information volunteer and program information via Ardoch's web content management and relationship management systems (DonMan)

5. Other Duties as Negotiated

Ardoch's selection process considers applicants' capabilities, behaviours and skills in order to assess suitability for the role.

Ardoch's Leadership Capability Framework is designed to support Ardoch to achieve its 2025 Strategy by identifying the capabilities needed to replicate, scale, grow and have impact. The Framework directly supports and reinforces Ardoch values.

Ardoch recognises that to be successful in our mission-focused environment it is essential for all staff to develop and display leadership skills within the context of their role and sphere of influence.

The Framework contains eight (8) key *capabilities and behaviours* that are expected to be demonstrated at all levels across all roles. These are:

- ★ **Stakeholder Centricity** – We proactively seek to understand the needs and goals of all our stakeholders and look for mutually beneficial solutions.
- ★ **Collaboration** – We actively seek the opinions of others to collect diverse perspectives and capitalise on our collective strengths.
- ★ **Project Leadership** – We set ourselves up for success by ensuring we execute in a planned and structured manner.
- ★ **Business Accumen** – We look for opportunities to maximise the benefits of every dollar spent.
- ★ **Drive for Results** – We stay focused and remain accountable for following through on our commitments.
- ★ **Curiosity** – We constantly look for improvements, in all that we do, and challenge the status quo
- ★ **Strategic Thinking** – We take the time to ensure our decisions, big and small, support our goals.
- ★ **Resilience** – We individually and collectively create a working environment that allows us to work through challenges.

In addition, this position requires the applicant to demonstrate the following *skills*:

Essential:

- ★ Understanding of and commitment to the work of Ardoch and its vision, mission, philosophies and values
- ★ Strong project management, time-management organisational, administrative, IT and database management skills
- ★ Ability to work collaboratively with a diverse range of organisations and stakeholders – both externally and internally – including schools, workplaces, community organisations, and subject matter experts
- ★ Excellent communication and relationship management skills
- ★ Demonstrated training and facilitation skills
- ★ Ability to work autonomously as well as within a team
- ★ Well-developed interpersonal, consultation, problem solving, negotiation and conflict resolution skills

Desirable:

- ★ Tertiary qualifications at the diploma or degree level
- ★ Good understanding of school systems, culture and curriculum

- ★ Experience in working with business and/or managing workplace volunteering programs
- ★ Experience in managing volunteers
- ★ Experience in monitoring, evaluating and reporting on program effectiveness and outcomes
- ★ Experience in managing or using web content management systems and relationship management systems (Don Man)

ALL applications should provide examples of how applicants have demonstrated both the *capabilities* and *skills* required for this position, or through other experiences.

Terms and Conditions of the Employment:

- ★ Uphold Ardoch's Vision, Purpose and Values
- ★ Compliance with Ardoch's Code of Conduct, policies and procedures
- ★ Work to support the enhancement of Ardoch's profile through excellence in program development, communication and service provision
- ★ Attend and participate in regular supervision, relevant training in line with Learning and Development plan, and Ardoch meetings and functions as required
- ★ Undertake all reasonable tasks directed by the CEO and line manager
- ★ Please note disclosure of any pre-existing illness or injury which could reasonably be foreseen to be affected by the work duties described is a requirement. According to Accident Compensation Act, failure to disclose will result in compensation not being paid for that condition.
- ★ Applicants will be required to undertake psychometric testing as part of the selection process.

Benefits of Working for Ardoch

- ★ Making a difference in our community to support the learning and wellbeing of children and young people experiencing disadvantage with like-minded colleagues.
- ★ Five days of designated gifted leave over the course of the year and a day off for your birthday.
- ★ Flexible working arrangements policy, with variations subject to agreement by manager and CEO and considered on the basis of operational requirements
- ★ Salary packaging is available in line with current legislation - Advantage Salary Packaging manages Ardoch employees' salary packaging
- ★ Ardoch has a strong commitment to staff learning and development

Employment Prerequisites

- ★ Ardoch seeks to prevent the risk of exposing children and young people to inappropriate persons and takes all reasonable steps to facilitate and maintain a safe environment for children and all participants in our service.
- ★ Successful Working With Children Check and Criminal History Check are required.
- ★ All employees are responsible for obtaining a Working with Children Check and maintaining its validity

For further information please contact **Adele Stowe-Lindner, National Programs Manager** at adele.stowe-lindner@ardoch.org.au or 9537 2414

To apply, please send:

1. A detailed response to the **Key Selection Criteria**, and
2. Your current resume along with three references.

Email: recruitment@ardoch.org.au , using the subject line: Program Coordinator, Workplace Volunteers

Applications close: 11pm on 28th January 2019

Interviews: Ardoch has a two-tier interview process.

First interviews will take place on Tuesday 5th February 2019

Second interviews will take place on Tuesday 12th February 2019

Ardoch is a Child Safe Organisation and an Equal Opportunity Employer