**About Ardoch**

Ardoch is a charity that provides education support for children and young people experiencing disadvantage.

We deliver tailored education and wellbeing programs that address barriers to education by providing vital learning and wellbeing resources and activities. We develop skills in the basic foundations of education such as literacy and numeracy. We broaden horizons for children by providing access to excursions and inspiring learning experiences. We mobilise volunteers to support students in schools and early childhood centres. We advocate for change so that key issues such as inequities in Australia’s education system are at the forefront.

Ardoch works with thousands of children and young people in schools and early childhood centres in Victoria, New South Wales, Queensland and Western Australia. We achieve this by linking schools, corporate organisations and communities to support programs and activities to assist schools, children and their families.

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**Position Title**

Program Coordinator, Education Volunteers and Training

**Organisational Unit**

Programs Team

**Tenure and Hours**

30 hours per week (0.8FTE) Maternity cover until September 2020

**Job Classification**

Modern SACS (Social, Community, Home Care and Disability Services Industry) Award 2010

Level 5, Pay Point 1

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**Position Objective**

- Coordination of Ardoch’s education volunteer program, increasing the numbers of volunteers supporting children’s education in Victoria and NSW;
- To build Ardoch’s profile as a leader in mobilising education volunteers

**Location**

Head Office: Level 4, 85 Queen St, Melbourne

**Reports to**

Programs Manager, Volunteer Programs
Position Description: Program Coordinator, Education Volunteers and Training

### Direct Reports
Nil

### Key Stakeholders
Ardoch staff and volunteers; early childhood centres, schools and alternative education settings; Volunteering Victoria and volunteer resource centres

### Position Functions and Responsibilities

1. **Volunteer Management including:**
   - Coordination of volunteer management across Ardoch:
     - Coordinating recruitment (advertising, interviewing, screening, training) of volunteers
     - Communicating regularly with volunteers
     - Following procedures to support volunteer retention
     - Reporting as required

2. **Volunteer Training, Learning and Development including:**
   - Delivery of regular (approximately fortnightly) training of volunteers for the Education Volunteers Program
   - Coordination the delivery of a Volunteer Professional Development program alongside initial volunteer training

3. **Relationship Management and Development including:**
   - Initiation, development and maintenance of relationships with key stakeholders including Volunteer Resource Agencies and universities to promote Ardoch’s programs, and recruitment of volunteers
   - Strengthening engagement and communication with all program stakeholders

4. **Compliance, Policy and Process Management, including Database Management & Administration**
   - Coordinating quality assurance of all volunteering activities, ensuring all the standards, polices, and procedures relating to the program are clearly documented, and updated as required
   - Ensuring Ardoch’s volunteering program reflects the *National Standards for Involving Volunteers in Not-for-profit Organisations*
   - Maintaining confidential volunteer files and DonMan (database) records
   - Meeting all administrative tasks within volunteer management effectively and efficiently

5. **Other Duties as Negotiated**

### Key Selection Criteria

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:
1. **Stakeholder Centricity** – We proactively seek to understand the needs and goals of all our stakeholders and look for mutually beneficial solutions.

2. **Collaboration** – We actively seek the opinions of others to collect diverse perspectives and capitalise on our collective strengths.

3. **Project Leadership** – We set ourselves up for success by ensuring we execute in a planned and structured manner.

4. **Business Acumen** – We look for opportunities to maximise the benefits of every dollar spent.

5. **Drive for Results** – We stay focused and remain accountable for following through on our commitments.

6. **Curiosity** – We constantly look for improvements, in all that we do, and challenge the status quo.

7. **Strategic Thinking** – We take the time to ensure our decisions, big and small, support our goals.

8. **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:**

- Tertiary qualifications at diploma or degree level
- Understanding of and commitment to the work of Ardoch and its vision, mission, philosophies and values
- Demonstrated skills in facilitating training and public speaking
- Exceptional written and verbal communication skills
- Demonstrated relationship management skills with diverse stakeholders including culturally diverse populations and those experiencing disadvantage
- Demonstrated people management skills and experience working with volunteers
- Experience in developing, monitoring, evaluating and reporting on program effectiveness and outcomes
- Demonstrated well developed interpersonal, consultation, problem solving, negotiation and conflict resolution skills
- Demonstrated ability to work independently and as part of a team
- Flexibility to travel between Ardoch sites and interstate, as required.

**Desirable:**

- Good understanding of Australian school and early childhood education systems, culture and curricula.
- Experience using relationship management database (e.g. DonMan)
- Project management experience

**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 profile through excellence in program development, communication and service provision
- Attend and participate in Ardoch meetings and functions as required
- Undertake all reasonable tasks directed by 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.
**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.

**How to Apply**

Send:
1. Letter of Application of no more than 3 pages, addressing how your skills and experience meet the requirements of this role, and respond to the Leadership Capability Framework.
2. Your current Resume along with 3 referees

Email: recruitment@ardoch.org.au

For further information please contact Nes Davey, Programs Manager – Volunteer Programs, on 9537 2414 / neslihan.davey@ardoch.org.au

*Ardoch is an Equal Opportunity Employer.*