

Position Description

POSITION TITLE	Volunteer and HR Coordinator
REPORTING TO	Compliance and HR Manager
DIRECT REPORTS	N/A
CLASSIFICATION	Social, Community, Home Care & Disability Services Industry Award – Modern Award. Level 3
EMPLOYMENT TYPE	This position is permanent part time, 15 hours per week preferably over 3 days (Monday, Wednesday and Friday)
LOCATION	Hybrid: option of remote working and/or office-based at 552 Victoria Street North Melbourne

Organisational background

Down Syndrome Victoria (DSV) is a community based, not-for-profit membership association. We have a proud history of supporting individuals, families and the community since 1978.

We work alongside people with Down syndrome and families to reach their potential and live the lives they choose.

DSV provides information, training, education support, and general support, with and for people with Down syndrome, their families, professionals, and the wider community. This includes prenatal support and information to expectant parents and health professionals.

DSV advocate with and for people with Down syndrome to have access to the same opportunities, supports and community activities as other Victorians based on a human rights approach, and consistent with the United Nations Convention on the Rights of Persons with Disabilities.

We want to live in a society where people living with Down syndrome are valued, reach their full potential and enjoy social and economic inclusion.

Together, we can and will create this inclusive community.

Position overview

The Volunteer and HR Coordinator will be responsible for providing comprehensive administrative support for DSV's volunteer program and HR functions.

Key deliverables & responsibilities

Key deliverables for this role will include:

Volunteer Program

- Responsible for end-to-end volunteer experience including engagement, induction and appreciation activities
- Ensure compliance with policy and procedure and regulatory requirements
- Recruit and onboard volunteers as required
- Maintain screening of volunteers
- Provide general training for volunteers
- Work collaboratively with Service Delivery Managers and Event Coordinator in response to their demand for volunteer resources
- Allocate volunteers to Club21, FitSkills21 and other events and activities, provide instruction and support, and debriefing as required
- Maintain service records of volunteers

Human Resources

- Support recruitment, onboarding and offboarding procedures
- Maintain and administer HR requirements and screening obligations, ensuring the accuracy of staff records
- Perform other HR and operational tasks as required.

DSV Requirements

- Ensure adherence to DSV's policies and procedures, and compliance to various legislative obligations, including OH&S.

Key selection criteria

Essential

- Commitment to and understanding of the values and aim of Down Syndrome Victoria: to work alongside people with Down syndrome and families to reach their full potential and live the lives they choose.
- Highly developed communication and interpersonal skills
- High attention to detail
- Ability to effectively manage workflow and adapt to various administrative supports as required
- Effective use of Microsoft Office suite.
- Ability to work independently and take initiative

Desirable

- Qualifications (or equivalent experience) in Human Resources and/or Volunteer Management
- Experience using Volunteer Management platforms
- Knowledge of and connection to Down syndrome

Personal qualities

Our values guide who we are and what we stand for in every interaction.

- **Respect for people:** We develop lifelong relationships based on value, trust, compassion and respect.
- **Do the right thing:** We are honest, ethical and trustworthy. We take accountability for our actions to deliver in the best interest of people with Down syndrome and their families.
- **Passion for members, families & community:** We exist for our members and community. We listen, lead, create opportunities and take action to ensure an inclusive future

All roles at DSV require an empathetic approach, ability to handle difficult situations and appreciate the needs of people from diverse backgrounds. The ability to work both autonomously and as a team is integral to your success in this role.

Diversity and Inclusion

As a disability organisation, DSV knows how important human rights, diversity and inclusion are in creating a connected and welcoming world.

DSV is an equal opportunity employer and strongly encourages not only people with a disability, but those from diverse communities to apply for all positions, including but not limited to people with disability, neuro diversity, mental health conditions, CALD, First Nations People, and LGBTQIA+.

If you require help or support to access this information or the application process, please contact HR@dsav.asn.au.

Work environment

The nature of our small team and priority to deliver in the best interest of people with Down syndrome necessitates a degree of flexibility. This includes a willingness to support colleagues which at times will require you to perform tasks outside of your immediate role.

DSV provides a professional, collaborative, and safe working environment. All DSV employees are expected to comply to our code of conduct and all DSV policies and procedures in the best interest and safety of colleagues, members and the community. Further details can be found in DSV's Staff handbook.

Conditions of employment

- The successful applicant will initially be employed for a probationary period of three months.
- Appointment of the successful applicant is subject to satisfactory police or NDIS screening check, working with children check, and other regulatory requirements (including Right to Work check and Victorian Disability Workers Commission check).
- Other conditions in accordance with the National Employment Standards (NES) and the Social, Community, Home Care and Disability Services Industry Award (MA000100) apply.

Approved:



Daniel Payne
Chief Executive Officer