

## POSITION DESCRIPTION

<b>Position Title:</b>	Volunteer/Fundraising Coordinator
<b>Direct Supervisor:</b>	GM - People and Culture
<b>Key Relationships:</b>	Volunteers, Lifestyle Coordinator, Marketing Consultant, Facility Managers.
<b>MAIN PURPOSE OF POSITION:</b>	
<p>Responsible for the planning, organising and directing of the volunteer programs associated with CapeCare and for providing volunteers with ongoing support.</p> <p>To develop and drive potential fundraising initiatives within the Busselton and Dunsborough communities to have a positive impact on CapeCare.</p>	
<b>Key Accountabilities</b>	<b>Standards of Performance</b>
Occupational Safety & Health	<ul style="list-style-type: none"> <li>▪ Actively support the CapeCare OS&amp;H strategic objectives through the work responsibilities of this position and continually strive for improvements.</li> <li>▪ Observe and comply with all health and safety instructions, procedures, signs and notices relating to your work and correctly use the appropriate protective clothing and equipment supplied.</li> <li>▪ Follow Infection Prevention and Control procedures and standards relevant to the role.</li> <li>▪ Use correct documented procedures to correct, if possible, and immediately report any unsafe situations, near-miss incidents and all work related injuries.</li> <li>▪ Maintain good housekeeping at all times.</li> </ul>
Personal Leadership	<ul style="list-style-type: none"> <li>▪ Acts with honesty, empathy and kindness towards co-workers and clients.</li> <li>▪ Engages and works collaboratively with others through a shared purpose to achieve goals.</li> <li>▪ Has a thorough awareness of cultural safety and conducts themselves to operate inclusivity.</li> <li>▪ Takes responsibility on an individual level to strive for excellence;</li> <li>▪ Accepts and responds constructively to feedback.</li> <li>▪ Is aware of own strengths and limitations and seeks help from others as required;</li> <li>▪ Adapts communication style and messages to suit different personalities and cultures.</li> <li>▪ Manage within own areas of responsibility the businesses resources to achieve organisational goals within a dynamic operating environment and in accordance with regulatory governance, risk management, ethical, equity and commercial requirements.</li> <li>▪ Support a working environment that encourages creative, holistic approaches to improvement, innovation and transformation within the organisation.</li> </ul>
Risk	<ul style="list-style-type: none"> <li>▪ Be aware of and understand CapeCare's Risk Management Framework, related objectives and procedures.</li> <li>▪ Understand and proactively contribute to managing risk and to promote a culture of participation in the risk process.</li> <li>▪ Protect CapeCare from adverse incidents, leading to the reduction of its exposure to risk and to mitigate and control risk should it occur.</li> </ul>

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Quality	<ul style="list-style-type: none"> <li>▪ Ensure compliance with and actively contribute to quality improvement activities in CapeCare through initiating continuous improvement suggestions and encourage others to make suggestions as required.</li> <li>▪ Contribute effectively towards the organisation’s quality accreditation processes.</li> <li>▪ Positively contribute towards a culture of continuous improvement within CapeCare.</li> </ul>
Values	<ul style="list-style-type: none"> <li>▪ Adhere to all CapeCare policies and procedures.</li> <li>▪ Demonstrate and actively promote the CapeCare Way.</li> <li>▪ Commit to the CapeCare values of: <i>Compassion   Respect   Partnership   Commitment</i></li> <li>▪ Challenges behaviours in others that contravenes the organisational values.</li> </ul>
<b>EDUCATION/QUALIFICATIONS:</b> (Detail the required level for recruitment)	
<ul style="list-style-type: none"> <li>• Relevant qualifications in business related field</li> </ul>	
<b>TECHNICAL COMPETENCIES AND SKILLS:</b> (Detail the required level for recruitment)	
<ul style="list-style-type: none"> <li>• Experience in fundraising, in a comparable organisation.</li> <li>• Knowledge of the fundraising environment and initiatives to generate income.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Project management experience.</li> <li>• Excellent interpersonal skills.</li> <li>• Ability to work effectively within a team environment.</li> <li>• Ability to build strong working relationships</li> <li>• Demonstrated ability to coordinate a volunteer program appropriate to aged care.</li> <li>• A strong aptitude for working with new technology and a high level of proficiency with computer software systems, including Microsoft Word, Excel, Outlook.</li> </ul>	
<b>KEY ACCOUNTABILITIES FOR THE ROLE:</b> (Detail the specific tasks and responsibilities for the role)	
<ul style="list-style-type: none"> <li>• Working closely with the marketing consultant develop and implement fundraising initiatives and events to promote beneficial relationships between community groups and CapeCare.</li> <li>• Develop relationships with key external stakeholders.</li> <li>• Progress fundraising opportunities through a range of streams such as community fundraising events, grants, campaigns and appeals.</li> <li>• Research and apply for appropriate community-based grants that would benefit CapeCare.</li> <li>• Create a stakeholder record database.</li> <li>• Develop volunteer’s service within CapeCare.</li> <li>• Responsible for coordinating the recruitment of new volunteers, ensuring all necessary paperwork including current police clearance is in place.</li> <li>• Provide support to all volunteers through ensuring appropriate orientation, identifying volunteer position / role and direct and indirect supervision.</li> <li>• Plan and coordinate six (6) monthly meeting for volunteers.</li> <li>• Evaluate effectiveness of volunteer program. This will include evaluation of statistics, liaison and feedback from managers and staff, surveying volunteers.</li> <li>• Liaise regularly with other local volunteer agencies to benchmark best practice and to work collaboratively.</li> <li>• Maintain all records related to volunteers including ensuring policies, Volunteer Handbook and orientation check list are current and up to date.</li> <li>• Work with and mentor staff to work effectively with volunteers.</li> </ul>	

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- Promote CapeCare positively through volunteers and community engagement.
- Maintain volunteer database.
- Undertake grant applications and volunteer awards.
- Ensure all volunteers are recognised for their efforts through organising presentations / celebrations.
- Promote the volunteer program within the community.
- Produce volunteer newsletter.

Note: 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 role manager during employment on an as-needed basis.

<b>Employee:</b>		<b>Signature:</b>		<b>Date:</b>	/ /
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