Position: National Strategy Project Officer

Responsible To: National Strategy Director, Volunteering Australia

Hours of Work: Full time (38 hours per week)

Contract Duration: 12 months with the possibility of extension

Classification and salary: Level 5 under the Social Community, Home Care and Disability Services Award ($93,859 – $98,111)

Overview of Organisation

Volunteering Australia (VA) is the national peak body for volunteering working to advance volunteering in the Australian community. Our mission is to lead, strengthen, and celebrate volunteering in Australia.

Overview of the Position

The National Strategy Project Officer’s primary responsibility is to support the Establishment Phase (year one) of the National Strategy for Volunteering in Australia. The National Strategy for Volunteering was developed through a 12-month co-design process with the volunteering ecosystem. It is Australia’s first National Strategy for Volunteering in a decade, providing a ten-year blueprint for a reimagined future for volunteering in Australia.

Working with the National Strategy Director and National Strategy Advisor, this role will provide operational support to ensure consistent progress towards the Strategy’s goals. In particular, this position will focus on research, tracking deliverables against project timelines, the production of written correspondence, strong stakeholder engagement, and project administration. The National Strategy Project Officer will also have an opportunity to contribute to the Establishment Phase’s design and content.

Duties:

- Research and analyse content relevant to the Strategy, including other strategies and international best practice.
- Present findings and updates to Volunteering Australia staff and external stakeholders.
- Draft National Strategy material, including resources, website content and newsletters.
- Contribute to the planning of National Strategy deliverables, including action plans and evaluation frameworks.
- Monitor team progress against project deliverables and timelines.
- Represent Volunteering Australia and maintain relationships with external stakeholders through email, phone and meetings.
- Assist in the organisation and delivery of National Strategy events, including online events launching new content.
- Collate and analyse contributions to the National Strategy.
- Lead administration processes for the National Strategy, including filing, correspondence, scheduling, basic data management and updating documents.
- Other duties as required.
Selection Criteria:

Essential
- Qualifications in project management or demonstrated experience in the field.
- Demonstrated ability to write to a professional standard with minimal error.
- Strong interpersonal skills, including experience building and maintaining relationships with external stakeholders.
- Ability to alternate between collaborating with a team and progressing tasks independently.
- Excellent administrative and time management skills.
- Proficiency with modern office IT environments, including with Microsoft Office suite.

Desirable
- Understanding of the volunteering sector and/or previous experience working with volunteers.

Please note all staff at Volunteering Australia are required to complete a Working with Vulnerable People, and Police Check prior to employment. This will be organised by Volunteering Australia for the successful incumbent. To obtain a copy of our policy, or to have a confidential discussion about any concerns you may have, please contact hr@volunteeringaustralia.org.

Benefits

In return, you will join a highly collaborative and enthusiastic team which aims to model best-practice. At VA we support our staff to achieve their best, and this includes recognising not everyone wants to work the standard 9am to 5pm in the office. We give staff the flexibility to choose when and where they would like to work and our focus is on outputs.

Diversity and Inclusion

At Volunteering Australia equity, diversity, and inclusion is at the core of who we are. We strive to position these values at the forefront of all we do. We are strong advocates for centring diverse voices and believe in the transformative power of volunteering in creating inclusive communities. For additional information, please see here.