Governance and Secretariat Officer Position Description

Position Title	Governance and Secretariat Officer
Team / Directorate	VMA Program Team
Reports To	Program Manager
Supervisory Responsibilities	Nil
Nature of Employment	Full-time, 38 hours per week
Key Internal relationships	All areas
Award / Classification	SCHADS Award – Social and Community Services Employee Level 5.
Location of role	Canberra with the option of hybrid
Employment Type:	6-month fixed-term appointment, with the possibility of extension.
Last Reviewed	October 2026

Overview of Organisation

Volunteering Australia 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. We do this by promoting and advocating for volunteering and providing leadership at a national level.

Purpose of the Role

The Governance and Secretariat Officer's primary responsibility is to support the Program Manager to deliver the Volunteer Management Activity (VMA) through support to committees, co-design workshops, negotiations, coordination and record keeping. The role requires a diverse skill set across stakeholder engagement, governance, reporting, record keeping and administration. It also requires strong relationship management skills, the ability to work as part of a small team under pressure balancing competing priorities in a federated organisational structure.

Overview of the Program

The VMA aims to increase participation in volunteering by funding certain capacity building activities for volunteers, volunteer managers and volunteer involving organisations.

Volunteering Australia will lead the national governance and coordination of the VMA program and administer the total program funding of $37 million over five years from 2027.

In alignment with the overarching framework set out by the Department of Social Services, Volunteering Australia will be responsible for developing funding principles and decision-making frameworks for on-funding arrangements with state and territory Volunteering Peak Bodies who will undertake certain types of service delivery in their respective jurisdictions and provide grants to community organisations to do likewise.

Volunteering Australia will also lead national projects, develop nationally consistent resources for volunteer managers and publish these on the Volunteering Gateway.

Duties and Responsibilities

- Support the Program Manager and the Program Officer to design and deliver the new VMA program.
- Manage committee structures and membership including preparation and coordination of VMA papers.
- Support program workshops and consultations, including presentation materials and organisation.
- Manage the committee meeting schedule and organise meetings.
- Prepare and coordinate agendas, papers and minutes for all meetings.
- Maintain the VMA decision and action register across all Committees and stakeholder negotiations/ workshops.
- Maintain exemplary program records and support compliance and audit requirements.
- Develop process checklists and reporting templates for VA and on-funded organisations.
- Prepare reports for committees and the Department of Social Services.
- Maintain confidentiality and appropriately manage sensitive governance, committee and program information.

Essential Capabilities and Skills

- Strong relationship management skills, including experience collaborating with diverse stakeholders, both external and internal.

- Strong secretariat skills, including the ability to develop agendas, papers, prepare minutes, record decisions and coordinate action items.
- Ability to work collaboratively as a member of a small team.
- Demonstrated ability to write to a professional standard.
- Excellent administrative and time management skills.
- Ability to work to deadlines.
- Proficiency with modern office IT environments, including with Microsoft Office suite.

Desirable Capabilities and Skills

- Strong experience in administering grants programs or like projects.

Compliance Requirements

- National Police Check.
- Working with Children Check.
- Comply with Volunteering Australia policies, procedures and Code of Conduct.
- Contribute to a safe, respectful and inclusive workplace and comply with applicable work health and safety requirements.
- Maintain confidentiality and appropriately manage sensitive information.
- Undertake other reasonable duties consistent with the requirements and classification of the position.