



Position Description

Position Details

Title:	Administration and Volunteer Coordinator
Organisation:	Albury Wodonga Regional FoodShare (AWRFS)
Reports to:	AWRFS Manager
Direct Reports:	Nil
Employment Conditions:	Individual Employment Agreement consistent with National Employment In accordance with the Social, Community, Home Care and Disability Services Industry Award 2010 as well as AWRFS policies and procedures (and as varied from time to time)
Performance Review:	Upon completion of probationary period (3 months) and annually or as requested
Location:	AWRFS Warehouse Unit 1/10 Stead Street, Wodonga or elsewhere as reasonably directed by the employer and in consultation with you

Position Purpose

To provide administrative support and coordinate the team of volunteers to ensure quality nutritious food is available and distributed to partners across the region to reach those in the community experiencing financial hardship.

About AWRFS

Our vision: To provide an efficient, sustainable and collaborative approach to addressing food insecurity among people experiencing hardship in our region.

Our mission: We work together to maximise the volume and nutritional quality of food for people in need and create pathways out of poverty through training. Education, employment and volunteer opportunities.

Our values	
Social Justice	We believe all people have the right to adequate amounts of nutritious culturally appropriate food without the need for emergency relief.
Empowerment	We build on people's strengths and enable them to speak and act for themselves and create their own way outs of poverty.
Efficiency	We work efficiently, making the most of our time, money, food, and resources and reduce waste with creative solutions.
Sustainability	We minimise the carbon footprint of food production, transport, manufacturing, storage and distribution.
Collaboration	We seek and achieve successful strategic partnership to maximize our common goals.
Innovation	We think and work strategically to innovatively solve problems and strive to address our purpose.
Health	Highly nutritious food is a must for everyone - we seek it, we provide it and education about it.
Diversity	We leverage the strengths offered by diversity and see this as an opportunity for success.
Integrity	We are honest, open and responsible in all our interactions.

Key Responsibilities

- Provide administrative support to AWRFS by working in partnership with the AWRFS Manager and staff with tasks including but not limited to maintaining databases, providing accurate and timely reports of AWRFS activities and responding to correspondence.
- Coordinate the AWRFS team of 100+ volunteers through recruitment, rostering, training and provision of service delivery to support AWRFS operations.
- Assist the AWRFS Manager with tasks as required to ensure quality nutritious food is available and distributed to partners across the region to reach those in the community experiencing financial hardship.
- Contribute to the maintenance of effective relationships with AWRFS stakeholders including suppliers, agencies and schools.
- Support the management of AWRFS programs and projects in line with the strategic and operational plan.
- Maintain organised and efficient records of all activities, communication and contacts.
- Attend and participate in necessary meetings and maintain up to date awareness of AWRFS activities.
- Utilise appropriate technology including Microsoft Office and CMS applications.

Quality, Safety, Risk and Improvement

- Maintain a safe working environment for self, colleagues and members of the public.
- Comply with all relevant standards, regulations and legislative requirements.
- Contribute to the delivery of the AWRFS strategy as required.
- Expand the AWRFS network through the development of new and beneficial relationships.

Selection Criteria

- High level experience in providing administrative support services including maintaining organised and efficient records.
- Experienced in volunteer recruitment and management.
- Demonstrated experience in liaising with a network of stakeholders.
- Background in managing programs and projects in line with strategic and operational plans.
- Excellent written and oral communication skills and exceptional organisational skills.
- Good working knowledge of charitable organisations and working with volunteers.
- Proficiency in commonly used software such as MS Word and Excel and CMS applications.
- Certificate IV in Business Administration or relevant work experience.

Additional Requirements

- National Police Records Check
- Current drivers license
- NSW and VIC Working with Children Check

Inherent Requirements

AWRFS has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the position (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others. The position may require the following tasks among other things:

<p>Clerical/ Administration Role</p> <ul style="list-style-type: none"> • Manual handling (pushing, pulling, lifting, holding, carrying) • Sitting, standing, bending, reaching • Computer work, data entry • Operating equipment • Use of personal protective equipment • General waste handling • Driving motor vehicles • Dealing with anxious or upset consumers or members of the public • Work at other locations may be required
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Reviewed by:	Peter Matthews (Manager)
Date Issued:	July 2020
For Review:	Annually

I acknowledge:

- That I have read and fully understand the Position Description and inherent requirements of the position
- I agree that I have the physical ability to fulfil the inherent requirements of the position and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- Albury Wodonga Regional FoodShare may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected staff member(s).
- I understand that this is separate to the offer of employment that I will sign, outlining the terms and conditions of my employment.

Accepted by:

Employee Signature

Date

Print Name