



Position Description - Volunteer Coordinator

Title	Volunteer Coordinator
Responsible to	Humanitarian Crisis Hub Director
Location	Level 4, Ross House, 247 Flinders Lane, Melbourne
Commencement	February 2012
Hours	Two days per week (0.4 EFT) for 26 weeks.
Salary	Base salary \$340.95/week plus on costs

About the Humanitarian Crisis Hub

The Humanitarian Crisis Hub (HCH) supports refugee and migrant groups in Victoria that promote the human rights of people living in war and conflict in their country of origin. HCH works primarily with new and emerging community groups, supporting them through training, mentoring and resource provision, as well as network building with the wider Australian community. We are committed to community development principles and a rights-based approach.

Volunteers are a vital part of HCH's operations and they carry out a wide range of work in areas such as communications, community development, administration and office management, and resource mobilisation. We value a culturally diverse workforce.

The Humanitarian Crisis Hub is an independent, non-government organisation founded in 2008.

Scope of position

The Volunteer Coordinator will manage HCH's Volunteer Support and Development Program. This position will be responsible for the support, recruitment, training and coordination of volunteers. The Volunteer Coordinator will report to, work closely with, and be supported by, the Director.

Key responsibilities

1. Management of Volunteer Support and Development Program.
2. Recruitment, induction, support and supervision of volunteers.

3. Development of individual skills-development plans for volunteers.
4. Coordination of training opportunities for volunteers.
5. Preparation of funding applications.
6. Contribution to development of relevant operational policies and guidelines.
7. Other related duties as delegated.

Selection Criteria

a) Knowledge & experience

1. Demonstrated experience of recruitment, support and supervision of volunteers.
2. Experience in project planning, monitoring, evaluation, report writing.
3. Ability to produce high-quality written work.
4. High levels of computer literacy, particularly MS Office and Microsoft Excel.

The following are not essential but would be an advantage:

- Training and workshop facilitation;
- Knowledge of human rights, development, refugee issues, humanitarian protection or related fields;
- Grant writing;
- Human resource management.

b) Skills and Attributes

1. Outstanding cross-cultural communication skills.
2. Excellent organising skills.
3. High level networking skills.
4. Ability to work well independently and as part of a team.
5. Integrity and sensitivity.
6. Understanding of and commitment to the HCH's philosophy, principles and objectives.

People with first-hand experience of war and conflict, particularly those with refugee backgrounds, are especially encouraged to apply.

To apply

Please send a CV and cover letter addressing the selection criteria to Denise Cauchi denise@crisishub.org.au (tel 90958589) **by 5pm Monday 30th January 2012.**