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Position Description

Volunteer & Engagement Development Officer

**1.** **Background**

Yarra Valley ECOSS is a not-for-profit community organisation based on a 7.4 hectare former poultry farm, now a Permaculture designed farm at Wesburn.

On this beautiful property ECOSS demonstrates sustainable living solutions for the community of the Yarra Valley and beyond. Our Vision is to promote local food production, practical earth education and multicultural living, while building work skills and developing a vibrant, resilient, inclusive and sustainable community. Our Vision also directly supports the core objectives of the Yarra Ranges Council Vision 2020, to promote sustainable communities and increase employment opportunities.

We host Wesley United Clients and Interchange Outer East clients 2-3 days per week. Wesley United clients are facilitated by our ECOSS staff and undertake creative projects designed to the group’s abilities. All the projects are designed to enhance our Education Trail and contribute to the overall Aesthetics and Educational Opportunities on site. Interchange Outer East clients work unfacilitated in the Community Garden at ECOSS.

We also host Volunteers who are on the Work for the Dole program, as well as Volunteers who feel enriched by their connection to the local Community. Many of these Volunteers work at our Friday ‘The Valley Market’ at ECOSS, participating in a variety of ways.

We are currently engaging with Melba Support Services who will join our volunteer program. We host Cire Community School Students tailoring programs to trauma informed and culturally sensitive practices often alongside Indigenous Elders and Artists in the community.

We have many ethically aligned ‘Co-locators’ at ECOSS, with small start up businesses, who have chosen to locate their businesses at ECOSS because ECOSS can offer a supportive, beautiful environment whereby they can also stay connected to a like-minded group of people in the community, share lunches, support each other and escape the isolation of working from home.

We need a Volunteer and Engagement Officer to support the implementation of our Annual Calendar of jobs that clients and volunteers with and without disabilities can undertake at ECOSS.

This role would also support our local start up businesses with their involvement on site and encourage involvement at ECOSS by the local community. This would assist our community to thrive and recover post Covid pandemic. We can offer this support either by Co-location or via involvement in the Market to assist with building vital resilience and local business.

This position assists in realising ECOSS’s vision and mission through fostering volunteerism at our events, festivals, workshops and working bees etc. We also need to continually update our Operations Manual including Budget Processes, and Safety Processes specifically designed for these groups.

**2.** **Position summary**

* The funds will pay for the position of Volunteer and Engagement Development Officer. This will be a 2 day per week position for 52 weeks of the year.
* Will work closely with Wesley United, Interchange Outer East, Community Volunteers, The Valley Market, ECOSS Site Co-locators, ECOSS Committee of Management, and encourage other NDIS, service providers and community members in the area to attend ECOSS.
* Will use our Operations Manual to manage groups with and without disabilities and on site at ECOSS and make sure that processes and procedures for volunteers are followed.
* Will facilitate inductions for every volunteer and/or carer on site ensuring they know all the Workplace Health and Safety procedures, Code of Conduct, Rights and Responsibilities, Working with Children Check and ensure they sign and receive full induction packs.
* Will file personal volunteer information in a locked filing cabinet.
* Will encourage volunteers to join our programs such as Crops for Community or to volunteer at ‘The Valley Market’ or to be involved at ECOSS in a myriad of other areas.
* Will ensure our policies are up to date and design appropriate future projects tailored to the needs of volunteers.
* Will Implement usage of online systems for data collection and use these to document: attendance, report feedback, measure satisfaction and re-enrolment statistics
* Will undertake administration duties.
* Will work with ECOSS staff to ensure all projects include: risk and safety assessments, running sheets, materials & budget outlines and timelines.
* Will ensure Child Safe policies are at the forefront of all project planning.
* Will ensure Cultural appropriateness guidelines are followed, promoting inclusivity.
* Will ensure all projects reflect the ECOSS Masterplan and enhance the ECOSS Site Education Trail.
* Will adhere to our streamlined procedures for managing projects at ECOSS.
* Will plan for different age groups, emotional issues, targeted interests and client’s personal well being.
* Will report to the Executive Officer at ECOSS and the Committee of Management.

**3.** **Position Objectives**

* To coordinate volunteer activities on the ECOSS site.
* To promote social connection, healthy living, healthy eating and exercise.
* To encourage and foster people with disabilities involvement in learning and skill development.
* To encourage community led initiatives, including supporting people to thrive on site at ECOSS.
* To assist clients of varying abilities to achieve a positive outcome, social cohesion and a sense of connectedness.
* To assist community members to develop resilience and strategies to overcome barriers to learning and to make positive life choices.
* To upgrade our programs and keep them progressive.
* To collect important data
* To make sure Child safe policies are strictly adhered to.
* To ensure we are providing safe and appropriate programs for our volunteers and have well planned projects for accessibility.
* To ensure forward planning and systems are developed for risk management, safety planning and tool training and for these to be up to date with all groups at all times. (We run several projects on site at a time, which includes school groups and groups with disabilities and we have various co-locators. We need to keep these groups operating safely in the same vicinity, with space for various behaviours to be managed).
* To engage people with disabilities and NDIS service providers and encourage growing participation in ECOSS’ facilitated programs.
* To encourage more Volunteerism from disengaged members of the Community.
* To make project planning and budgeting easier for Project Facilitators.

**4.** **Key Results Areas**

* To enhance the opportunities for community members to achieve positive outcomes.
* To reduce social isolation, enhance mental health and wellbeing through provision of a safe, healthy environment.
* To promote healthy living, care for the environment and sustainable living.
* To encourage greater participation in ECOSS’ programs and more volunteerism on the ECOSS site.
* To encourage broad community involvement and connection
* To work within a team and support a positive approach
* To have online usable data
* To enable future project planning to be streamlined.

**5.      Qualifications and Experience**

* Good communication skills.
* Understanding of ECOSS’ Volunteer and Disabilities program
* Knowledge and understanding of the ECOSS environmental vision
* Knowledge and understanding of the impact of living in a high bushfire prone area including potential emotional issues
* Have Completed Child Safe Training to Child First standards.
* Level 2 First Aid
* Working with Children Check and Victorian Police Check
* Possession of current Victorian drivers licence.

**6. Key Selection Criteria**

* Demonstrated ability to work independently and on task.
* Demonstrated ability to work as part of a team.
* Demonstrated high level of communication skills with clients with disabilities and service providers.
* Demonstrated ability and experience in working with volunteers with additional needs, including mental health issues.
* Demonstrated understanding of the social, cultural, economic, environmental and educational features of the region and the impact these have on people with disabilities and their families.
* Experience and physical skills for developing and actively participating in interactive learning and experiential programs
* Demonstrated understanding of current Child Safe policies

**7.** **Conditions of Employment**

* This is a contract position from March 2021 until March 2022 in accordance with the SCHADS Award, Level 3, Pay Point 1. See Appendix 1.
* A superannuation plan is included.
* Physical capacity:  no pre-existing physical or medical condition exists that would prevent the worker carrying out the tasks as outlined in this document
* The worker may be required to engage in professional development activities, including Mental Health First Aid and Non Violent Communication.
* ECOSS is an Equal Opportunity Employer and is committed to the principles of equality and non-discrimination.  Compliance with these principles is mandatory.

**8.  Accountability and extent of authority**

* The position will report to the Executive Officer and the ECOSS Committee of Management as required.
* The worker is bound by the policies and procedures of ECOSS.

**Appendix 1**

SCHADS Award: Level 3, Pay Point 1

Hourly Rate: $31.75 per hour

Hours per Week: 11 hours (2 days)

Number of Weeks: 52

Annual Gross Wage: $18,161 per annum