



Volunteer Development Officer

Position Number:	Incumbent	Department	Community & Cultural Development
Level:	4	Award:	May be covered under Local Government Officers' Award
Remuneration:	Refer to Remuneration & Benefits section.		
Reports to:	Library & Services Programs Coordinator	Direct Reports:	Nil
Last Reviewed:	People & Culture Officer	Date:	16/09/2024
Approved:	Manager Community & Cultural Development	Date:	16/09/2024

OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

Our CARECHIP is what gives us the drive to serve our community.

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

C	A	R	E	C	H	I	P
Courage	Authenticity	Respect	Excellence	Cohesion	Humility	Inclusion	Passion

POSITION OVERVIEW

The Volunteering Development Officer will lead and coordinate the Art of Volunteering Project for the Shire of Carnarvon, a unique initiative designed to engage community members in voluntary roles through art and creative development. This role will focus on building strong relationships, encouraging participation, and creating vibrant opportunities for volunteering through artistic avenues, contributing to the overall well-being and cultural vitality of the Carnarvon community. This is a fixed term role to June 2025.

COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.
- ★ Our economy fosters investment and productivity in industries befitting Carnarvon’s physical and natural environment and that grow our horizons.
- ★ Our sustainable livelihoods create a community that can flourish into the future.
- ★ Our holistic health care facilities provide services from the womb to the grave.
- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.
- ★ Our infrastructure, housing and amenities are high quality and accessible.

- ★ Our community acknowledges our history and celebrates our diverse cultures.
- ★ Our community is engaged, inclusive and supportive.

KEY ROLE OUTCOMES

- ★ Demonstrate successful leadership through the application of the Shire's core values by promoting a work culture of sustainability, quality improvement, efficiency, and excellent customer service that corresponds to our Code of Conduct and Customer Service Charter.
- ★ Ensure compliance with the Local Government Act (WA) 1995 and any relevant legislation.
- ★ A commitment to a safe work environment and WHS legislation, policy and processes.
- ★ Coordinate the delivery of the Art of Volunteering Project as per the project plan.
- ★ Develop and manage workshops, exhibitions, and events that foster community engagement through arts and voluntary activities.
- ★ Support key target groups outlined in the project plan to develop their volunteering capacity through artistic and creative processes.
- ★ Collaborate with local artists, cultural groups, and community organisations to design volunteer-led art projects that benefit the broader community.
- ★ Provide training, resources, and ongoing support for volunteers, ensuring they are prepared and confident in their roles.
- ★ Work closely with local organisations to ensure they have the appropriate policies, procedures, and systems in place for engaging volunteers.
- ★ Act as a liaison between volunteers, community organisations, and the Shire of Carnarvon to ensure effective communication and collaboration.
- ★ Work closely with Volunteering WA, art-focused organisations, and funding bodies to leverage resources, share best practices, and sustain the Art of Volunteering program.
- ★ Manage volunteer records, including tracking hours, project contributions, and program impacts.
- ★ Prepare regular program updates, financial reports, and evaluations for internal and external stakeholders.

WORK HEALTH SAFETY RESPONSIBILITIES

- ★ To take reasonable care for their own safety and health and to avoid harming the safety and health of other people through any act or omission at Shire workplaces. And as relevant:
- ★ Proactively comply with all Shire WHS Policies, Procedures, and Guidelines, Practice, duties and other relevant conditions. As well as with the WA WHS Act 2020, WHS (General) Regulations 2022, all other relevant Regulations, Codes of Practice and Australian Standards
- ★ As far as reasonably possible comply with instructions given by their employer or an authorised person in the interests of safety and health and in accordance with the WHS Act.
- ★ Must report to their manager, supervisor, WHS Representative, PC&S and/or other relevant contact person work related injuries, near misses and any hazards at the workplace that they cannot correct themselves.
- ★ Must use, store and maintain personal protective equipment as properly instructed, and not damage or misuse any equipment or facilities provided in the interests of safety and health.
- ★ Participate in and where possible provide leadership for a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

LICENCES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE

- ★ Current Western Australia Driver's License.
- ★ Working with Children's Check.

ESSENTIAL CRITERIA

- ★ Highly developed ability to uphold a values-based approach in the workplace.
- ★ Prepare regular program updates, financial reports, and evaluations for internal and external stakeholders.
- ★ Demonstrated ability to engage diverse groups in creative and collaborative projects.
- ★ Excellent organisational, communication, and interpersonal skills.

- ★ Ability to work independently and within a team environment.
- ★ Willingness to work flexible hours, including weekends or evenings, to accommodate volunteer events and activities.
- ★ Excellent written and verbal skills to engage volunteers and liaise with stakeholders.

DESIRABLE CRITERIA

- ★ Experience building strong community relationships.
- ★ Experience in community development and volunteer management.

POSITION COMPETENCIES

Experience	
Focus of Role	Technical
Experience Level	Knowledge gained through a combination of education, training or experience
Tasks	
Context Method	Variety of tasks in trade, technical or administrative practices.
Skill Level	Written and communication skills involving numerical skills, organising skills, data collection, or other operational skills.
Judgement and problem Solving	
Problem Solving	Solve standard problems within an established framework.
Judgement	Apply knowledge from a complex or wide range of rules. May make decisions on use of resources impacting outside the work area or on clients.
Supervision and Independence	
Level of Supervision	Routine direction is given on tasks with some latitude given. Checking is selective rather than constant.
Organisational Relationships and Impact	
Work Area Relationships	Sound knowledge of the impact on other work areas, seek approval from senior staff on changes to procedure, schedule or routines.
Public/Other Staff Relationships	Effective communication within standard work processes
Impact	Decisions made directly impact own work area
Interpersonal Skills	Effective communication with members of the public, clients and other staff and the resolution of minor matters.
Job Competencies	
Time Management	Advanced: Able to manage multiple competing tasks and prioritise amongst a range of functions. May assist others with time management.
Conflict Resolution	Advanced: Able to resolve a predictable range of conflict of opinions where resolution is not immediate and negotiation skills are required.
Planning & Organisation Skills	Intermediate: Applies discretion in own task sequencing, may develop job specific systems to assist in the completion of allocated tasks.
Safety Procedures	Intermediate: Assists in the development of JSAs, SWMS, and other safety procedures for own work area. May coach newer or more junior staff in safety procedures.
Administration Skills	Advanced: Able to set up administrative processes, including record keeping, filing, and tracking systems and train others in the use of these processes and systems.

Equipment Operation	N/A
Supervision Skills	N/A
Project Management	Intermediate: Contributes to the achievement of project plans by monitoring compliance functions, deliverables relating to part of the project plan. May provide assistance with forward planning, estimating and budgeting requirements of project.
Policy and Procedure Development	Intermediate: Research, develop and recommend / suggest changes for internal procedures or work processes which impact on the section or department.
Policy or Legislative Interpretation	Intermediate: Apply knowledge of policy framework to procedures and tasks, including providing advice and interpretation to staff and members of the public.
Report Writing	Intermediate: Undertake initial or straightforward drafting of reports, submissions or non-standard correspondence.
Budgeting Skills	Advanced: Develop or assist in the development of budgets for a function or work area. Line Management responsibility for parts of the Department budget that apply to work area.
Customer Service Skills	Advanced: Effectively communicate with clients and members of the public and in the resolution of minor matters.
Decision Making Skills	Advanced: Decisions will involve technical areas of complexity requiring consideration of multiple options.
Management Skills	N/A

PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

- ★ National Police Clearance - Less than 6 months old
- ★ Pre-employment Medical Screening
- ★ Alcohol and Other Drug screening

REMUNERATION AND BENEFITS

The successful applicant will join the Community & Cultural Development Team with the following employment options:

Employment Option 1 - Part-time work (paid at pro-rata based on agreed hours to work)

Starting salary of \$75,095.40 per annum, plus allowances (if eligible) and superannuation (paid pro-rata)

Other cash benefits include but not limited to

- \$ 1,160.49 p/a District Allowance* (pro-rata)
- \$ 4,437.18 p/a Housing Allowance* (pro-rata)
- \$ 1,263.62 p/a Annual Leave Loading 17.5% (pro-rata)
- \$ 9,279.70 p/a Superannuation (Statutory) (pro-rata)
- \$ 1,613.86 p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)* (pro-rata)

Leave Entitlements*

- 5 Weeks Annual Leave
- 2 Local Government Public Holidays
- 10 Days of Paid Personal Leave
- 10 Days of Paid Pandemic Leave
- 38 Hours of Paid Volunteer Emergency Services Leave

Additional Allowances and Subsidies as per Attraction and Retention Policy*

- Salary Sacrificing for a range of benefits
- Annual Leave Travel Assistance Payment
- Local Club Membership Subsidies
- Gym Membership Subsidy
- Annual Pass for Aquatic Centre

**Subject to Corporate Policy*

Employment Option 2 - Casual

Hourly rate of \$45.60 inclusive of 20% casual loading

Other cash benefits include but not limited to

\$ 7.60 20% Casual Loading per hour

Superannuation (Statutory)

This is a fixed-term position to June 2025.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.