

# JOB DESCRIPTION

## Workforce Coordinator



**INDIGENOUS**  
READING PROJECT



### **ABOUT US**

Indigenous Reading Project is an award-winning, non-profit company established in 2012. We work to improve the reading ability of Aboriginal and Torres Strait Islander children through our digital E-reading program. We target kids who are behind their peers and want to improve their reading skills. We loan them a tablet. We monitor their progress over time and if they significantly improve their reading ability they get to keep the tablet.

### **OUR PURPOSE**

We strive to improve the reading ability of Aboriginal and Torres Strait Islander students who need support and have the ability to succeed.

### **VOLUNTEERING**

Before you apply we encourage you to think carefully about why you want to volunteer. ACT Volunteering has some useful information on their website. This can help you think through some of the common issues that you'll need to take into consideration before you commence a voluntary role: [ACT Volunteering\\_The Volunteering Journey](#).

### **FURTHER READING**

Summary: [IRP 2019 Factsheet](#)

Media: [IRP Media](#)

Strategy: [IRP Strategic Intent](#)



2015 ACT Organisation of the Year



2016 National Winner

## DUTY STATEMENT

The Workforce Coordinator is responsible for ensuring that Indigenous Reading Project has enough volunteers to meet its strategic goals. This includes the effective recruitment of volunteers, providing basic induction training, scheduling volunteers for work tasks, developing recognition and reward schemes to acknowledge the efforts of volunteers, anticipating future volunteering needs. This role is of critical importance for the organisation because the workforce is entirely voluntary. Some of the primary work tasks of the Workforce Coordinator include:

- Work in collaboration with the CEO to implement volunteer recruitment, retention and recognition strategies appropriate to our volunteers.
- Interviewing and recruiting volunteers and ensuring they are appropriately matched
- Developing job descriptions and duty statements and selection criteria for volunteer roles
- Maintain accurate records and coordinate key Volunteer management processes to ensure compliance requirements are met, including to undertake Police Checks.
- Maintaining strong working relationships with key volunteering workforce agencies including Volunteering ACT and Pro Bono Australia.
- Developing ways to recognise and reward volunteer efforts.

## SELECTION CRITERIA

- Ability to recruit volunteers for the organisation
- Very strong planning and organisational skills
- Demonstrated ability to take initiative and develop strategies to solve problems
- Strong written and verbal communication skills
- Works well independently and collaboratively and as part of a team
- Knowledge of the National Standards for volunteer Involvement

For details concerning this role, please contact:

Daniel Billing

Email: [dan@irp.org.au](mailto:dan@irp.org.au)

Phone: 0435 014 862

<b>Organisation</b>	Indigenous Reading Project
<b>Job Title</b>	Workforce Coordinator
<b>Remuneration</b>	This is a voluntary position
<b>Hours</b>	3 hours per week
<b>Location</b>	National (remote)
<b>Training</b>	Induction and ongoing training is provided
<b>Reporting</b>	CEO
<b>Security</b>	Australian Federal Police National Police Check
<b>Insurance</b>	Volunteer Personal Accident and Public Liability Insurance (\$10M)
<b>Expenses</b>	Approved out-of-pocket expenses are met by IRP
<b>Further information</b>	Daniel Billing 0435 014 862
<b>Apply</b>	To apply please submit a brief Expression of Interest of no more than 250 words addressing and your Curriculum Vitae that including 2 current referees to <a href="mailto:volunteer@irp.org.au">volunteer@irp.org.au</a>
<b>Closing date</b>	Applications close on 2 August 2019

