



TRANSCEND AUSTRALIA

Position Title	Volunteer and Administration Coordinator
Accountable To	Executive Officer
Hours	This position is 0.6FTE (3 days per week)
Term of Contract	Fixed Term until 30th June 2025
Classification	SCHCADS Level 5.1, \$44.92 per hour.
Superannuation	As per the Superannuation Guarantee Act
Location	Candidates must reside in Victoria and have the ability to work from home. This position will have flexible work from home and from the office conditions. Office locations are in Melbourne and Castlemaine.
Salary Packaging	Employees will have the ability to salary package.
Checks	Employment is contingent on a satisfactory Working with Children Check and a Police check.

About Transcend

Transcend Australia Ltd (Transcend) is a not-for-profit charity whose purpose is to improve and celebrate the lives of TGDNB young people and their families by providing opportunities for peer support, the provision of information and resources, and advocating for change to services and systems.

One of the primary aims of Transcend is to support families, parents, and carers to navigate the mental health and health system for transgender, gender diverse and non-binary (TGDNB) children, young people and their families. In addition, we offer support to families in securing fair, respectful and inclusive outcomes for their children across of range of social and institutional settings that intersect with their lives.

Transcend Australia Ltd

ABN: 38 637 199 056

DGR Endorsed

Working towards a world where trans, gender diverse, and non binary children are embraced and given every opportunity to thrive and flourish

transcend.org.au

Email: info@transcend.org.au

Address: 56/1 Halford Street, Castlemaine, VIC, 3450



About the role of Volunteer and Administration Coordinator

Reporting to the Executive Officer you will showcase your strong volunteer management and administration skills to oversee volunteer management and provide organisational administration support.

You have a background that underpins your community engagement, event coordination and volunteer management. You have strong communication skills and have a well-developed administration support background that will assist the Executive Officer.

You understand the nature of not-for-profit organisations and align projects to this framework.

You have a passion for supporting marginalised communities and are able to apply a social justice and equity lens to your work.

About you

- Strong interpersonal and community engagement skills.
- Strong administration management and organisational skills
- Experience in volunteer recruitment, coordination and management.
- Demonstrated experience working with marginalised communities in the community sector.
- Highly developed verbal and written communication skills.
- Demonstrated awareness of the role of families in helping TGDNB children and young people live affirming and productive lives.
- Capacity to respond sensitively and strategically to matters related to the health, welfare, inclusion, and safety of TGDNB children and young people.

Purpose of the role

To establish a strong volunteer workforce, including recruitment, coordination, duty allocation and the provision of supervision. The role will also encompass strategic executive administration support to the Executive Officer.

Transcend Australia is in an exciting period of growth with enormous opportunity to support families, parents and carers of TGDNB children and young people across Australia. The Volunteer and Administration Coordinator will be instrumental in Transcend's success as the role will be central to driving volunteer system development and strengthening our volunteer workforce. The Volunteer and Administration Coordinator will be responsible for ensuring that our volunteer systems are compliant with the relevant Australian regulations and standards and that we recruit and retain quality volunteers. The Volunteer and Administration Coordinator will have an understanding of the principles of community development and community co-design, ensuring that all work undertaken benefits the community we aim to serve. The Volunteer and Administration Coordinator will enjoy a dynamic role, including organising events and working closely with the Executive Officer to provide executive and organisations administrative support.

Key duties and responsibilities:

- Work collaboratively with Transcend Australia management and relevant staff to identify volunteer requirements / opportunities and action requests for volunteers in a timely manner, ensuring optimum numbers of appropriate volunteers are engaged.
- Development and coordination of the Transcend Australia Volunteer Program, overseeing its development and implementation to become a strong and effective program.
- Inclusive recruitment, selection and placement of volunteers in accordance with Transcend Australia’s policy and procedures.
- Ensuring all volunteers have a clearly defined role and role description upon commencement and a clear understanding of their role.
- Ensure volunteers have an appropriate induction and ongoing supervision.
- Produce volunteer rosters for various programs.
- Ensure volunteers are appropriately recognised and rewarded, including acknowledging achievements internal and other external opportunities for volunteer recognition.
- Supporting volunteers through regular contact and providing pathways for the resolution of identified issues.
- Ensure volunteer’s files contain all required, current and valid information including Working with Children Checks and any other necessary requirements specific to the volunteer’s role.
- Monitor the performance of volunteers to ensure duties are performed in a safe and professional manner.
- Encourage volunteers to identify unsafe activities and areas, including ideas for improving safety standards.
- Plan and coordinate Transcend Australia events and our participation in other agencies events.
- Provide executive administrative support to the Executive Officer.

KEY SELECTION CRITERIA

<p>ESSENTIAL</p>	<ul style="list-style-type: none"> • Strong volunteer support skills with a proven ability to recruit volunteers and assign duties. • Demonstrated knowledge of the relevant Australian regulations and standards to govern a volunteer program in a Child Safe organisation. • Demonstrated experience in event management and coordination. • High level verbal and written communication skills with the ability to provide executive administrative support. • An understanding of the needs and priorities of TGDNB young people and their families. • Demonstrated experience working with marginalised communities in the community sector.
<p>DESIRABLE</p>	<ul style="list-style-type: none"> • Tertiary qualification, industry certification, or equivalent experience in Volunteer Management, Community Services, Event Management, Community Development or Communications is highly desired. • Lived experience as a TGDNB person or as a parent/carer of a TGDNB young person or child is highly desired. • Previous experience working with TGDNB communities and/or families of TGDNB people. • Victorian Drivers License and access to a vehicle.

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How to Apply:

Please ensure you read the full Position Description for the role of Volunteer and Administration Coordinator.

Applicants will need to submit their resume and a response to the key selection criteria.

Please send your applications to recruitment@transcend.org.au

For more information, please contact the Executive Officer, Jeremy Wiggins on 0484 299 885.

Applications close: Midnight, Sunday 10th July, 2022