

Position Description

Position Title	Volunteer Coordinator
Reports to	Chief Executive Officer
Primary location	Mixed (remote/on-site) – must reside in the southwest of WA
Award	Social and Community Services (Western Australian) Interim Award 2025
Role	Community Services Worker L4.3
Salary range	\$84,463 pro-rata
Employment type	Contract, part-time This is a fixed term position of 22 hours per week for 12 months with the possibility of continuation. Availability to work during evenings, weekends on occasion.

Position Overview

The role of Volunteer Coordinator, reporting to the CEO of Mind-Ed.

Mind-Ed's volunteers, members and relationships are what keeps our organisation strong and are essential how we approach mental health challenges in our community. Mind-Ed connection and training events are designed to build local social capital, increase local knowledge and spread information in and for the community.

The Volunteer Coordinator will be responsible for organising and running Mind-Ed's volunteer workforce, events and collaborative projects. They will also be managing the volunteer membership registry including induction and volunteer training to optimise community involvement and ensure that local agency is retained in our organisation.

The position plays an important role in ensuring that Mind-Ed can sustainably grow its impact through the involvement and education of the local community.

Our Mission	Our Vision	Our Purpose
To champion mental health and wellbeing in Augusta Margaret River region by connecting the community to trusted support, empowering individuals through early intervention and preventative education, strengthening local networks through advocacy and collaborative action.	To be widely recognised as the region's go-to hub for mental health advocacy, wellbeing education, and community connection. Making it easier for individuals, families and organisations to know where to turn, what's available, and how to access meaningful support.	To serve as the trusted voice and central connector for mental health and community wellbeing. Fostering a more resilient, compassionate region where people feel supported, stigma is reduced, and access to help is clear and approachable.

Key functions and duties

Key functions	Specific duties	% Time
Volunteer organisation	Implement the Volunteer Engagement Plan. Co-facilitate community-based workshops. Organise, coordinate and support volunteer activities. Organise, coordinate and support community-based initiatives as directed. Maintain regular communications with these groups. Work with the volunteers to build skills/interests profiles and web engagement to facilitate organisational capacity building. Organise volunteer inductions, training events and other event connection activities for volunteers, members, stakeholders, sponsors and board members as needed. Seek out volunteer engagement and capacity building in line with current Mind-Ed priorities as identified in the Strategic Plan	75%
Events	Lead, organise and coordinate events such as fundraisers, AGM and promotional activities to enhance public mental health awareness with the Mind-Ed team. Provide logistical support to volunteer-led events or as directed by the Chief Executive Officer.	15%
Administration	Maintain the volunteer, membership and stakeholder registers including online communication with stakeholders via Mailchimp. Maintain the organisation's training registers. Support the CEO, Grants, Communications Coordinators, and Board in the collation of data for Annual Reports, Strategic Reporting, and other reports as needed. Liaise with the Grants and Fundraising Coordinator in relation to events, invoices, payments and bookings.	10%

General

- Work in accordance with the Equal Opportunity and Anti-discrimination legislation, procedures & principles.
- Work in accordance with the Work Health and Safety legislation, procedures, and principles.
- Adhere to Mind-Ed's Code of Conduct, policies, and procedures as amended from time to time.
- Ensure all duties as directed by the Chief Executive Officer are fully undertaken.

Extent of Authority

The extent of authority for this role includes:

- A requirement to set outcomes within defined constraints;
- A provision of specialist/technical advice
- Freedom to act governed by clear objectives and/or budget constraints, which will include the contribution of knowledge in establishing procedures within clear objective and budget constraints where there are no defined established practices;
- Finding solutions to problems in precedents, guidelines or instructions, guidance provided by CEO.

Relationships

Responsible to:

- Chief Executive Officer Mind-Ed

Responsible for:

- Delivering on key functions and duties
- Knowledge of the organisation policies and activities
- Knowledge of the organisation's role and functions
- Supervising volunteers

Internal Stakeholders:

- Mind-Ed volunteers
- Mind-Ed members
- Mind-Ed Board
- Professional Liaison Team
- Other contracted Mind-Ed employees
- Communications Coordinator
- Grant and Fundraising Coordinator
- Chief Executive Officer

External Stakeholders:

- Community of Augusta Margaret River
- Not for profits, community groups, community clubs
- Federal/State/Local governments
- Federal/State/Local agencies and services

Position Selection Criteria

Position essentials
Relevant three-year degree with three years of relevant experience, or Associate Diploma with relevant experience, or Lesser formal qualifications with substantial years of relevant experience.
3+ years of experience in community development, volunteer management or similar combination of previous appointments and experience in human services sector.
Demonstrated experience in leading teams for group activities, workshops, meetings, and events.
Demonstrate experience as a group facilitator, trainer, educator or as a presenter, public speaker with the willingness to facilitate group training activities.
Demonstrate experience in engaging and communicating with individuals from diverse backgrounds and to build rapport in a range of settings.
Proficiency in Microsoft products, including SharePoint, Outlook, Excel and Word.
Position desirables
Working knowledge of Work Health and Safety legislative requirements.
Completed mental health training (such as: MHFAT, ASIST, safeTALK, NSSI, Accidental Counsellor, GateKeeper, ASK).
Ability to understand and apply policies and procedures, including the ability to identify issues and problem solve.

Appointment pre-requisites

Right to work in Australia
 Successful Criminal Records Screening Clearance
 Working with Children Check