Position title: CV! Project Leader

Position type: Voluntary

Minimum commitment: 1 semester

Start date: 1 Jan 2020 | End date: 30 June 2020

Hours per week: Equivalent of approximately 5 hours per week.

Note: Additional time commitment may be required in the lead up to each semester as part of the planning and preparation process.

Disclaimer: Curtin Volunteers! (CV!) reserves the right at its sole discretion to withdraw from the recruitment process, not to make an appointment, or to appoint by invitation, at any time.

Position dimension

Curtin Volunteers! sits within the Curtin University structure, operating under Careers, Employment and Leadership, Student Experience. We provide volunteering opportunities which facilitate personal and professional development and leadership opportunities. Volunteering opportunities vary widely and sit under the following portfolios: Culture and Communication, Environment, Health, Remote & Indigenous and Youth.

Purpose of the position

The CV! Project Leader is responsible for the successful delivery of one-off volunteer projects which have included events such as the Williams Gateway Expo, Camp Kulin and the Freeway Bike Hike.

Accountabilities and responsibilities

Project management and Stakeholder engagement

- Manage at least two projects (one-off volunteer activity) over the course of the semester from planning to execution which includes:
  - Establishing and maintaining effective line of communication with community partners and volunteers;
  - Assisting with the development and execution of Health and Safety Risk Assessments;
  - Promoting projects with the aim of running activities run at full capacity;
  - Leading groups of volunteers on-site;
  - Ensuring project outcomes and reporting requirements are met; and
  - Handling administrative duties as required including logging volunteer hours.

- Collaborate with the CV! Marketing Team to market the activities within the Projects portfolio and to ensure that all vacancies are filled.

Marketing and public relations

- Represent CV! at promotional events.
Organisational understanding
- Strongly encouraged to participate in additional CV! programs and/or projects if available
- Maintain up-to-date knowledge of CV! guidelines and procedures.

Training and development
- Attend mandatory training sessions as required.

Reporting and key relationships
Depending on program allocation, CV! Program Leaders will work either under the direction of the Manager Curtin Community Programs, Student and Community Engagement Coordinator, Student and Community Engagement Officer, CV! President or CV! Vice President. Other key relationships include:
  - CV!’s community partners
  - Volunteers/potential volunteers

Selection criteria
Essential
- Strong verbal and written communication skills.
- High level of initiative with the capacity to come up with innovative solutions to problems.
- Strong time management and organisational skills.
- Demonstrated IT skills with the ability to use Microsoft Office products.
- Ability to work collaboratively in a team environment.
- Strong interest in volunteering and community service.

Desirable
- Prior experience in the not-for-profit/community organisation sector.