

Volunteer role description



Red Cross acknowledges
the Traditional Owners
of this land, their ancestors
and Elders, past and present.

the
power of
humanity



Emergency Services Volunteer – Team Convenor Rockhampton

Department	Emergency and Disaster Services
Availability	To be discussed
Location	Rockhampton
Category	Working in our Services and Programs

Building an inclusive, diverse and active humanitarian movement based on voluntary service

Role purpose

Australian Red Cross (ARC) helps communities and people prepare for possible future emergency events (preparedness), respond to emergency events (response), and recover from emergency events (recovery). Under the direction of the Emergency Services (ES) Manager or delegate, the ES Team Convenor (ESTC) contributes to activities that assist in the delivery of national and state ARC ES core activities and functions that help people to prepare for, respond to, and recover from emergencies and disasters.

Role responsibilities

- Overall responsibility for the coordination and conduct of regular team meetings and organisation of training/workshops:
 - o Ensure that the team follow all relevant ARC policies and procedures and enact the ARC principles during meetings, training and exercises.
 - o Take meeting minutes and write and submit reports as required and fulfil administrative requirements.
 - o Communicate training requirements for the team to the State Workforce Capability and Development Lead.
- Ensure team contact information and training records are up-to-date using the ES rostering, events and deployment system (REDS) and/or other databases and systems.
- Assist the ES Manager to organise/arrange and demobilise ARC representation and resources at community events, and other events as required (eg. recruitment drives).
- Supervise and delegate duties as appropriate direct reports where required (if appointed).
- Overall responsibility for management of resources and equipment, including supervision of Volunteer Logistics Officer (if appointed).
- Work closely with ES Liaison Officer & Volunteer Trainer as directed by ES Manager or delegate.
- Lead a team of up to 50 direct reports in non-operational times.
- Provide up to date availability of the team to the State Operations and Coordination Lead.
- Identify and manage concerns that arise within the team if necessary.
- Lead the team to ensure the safety and wellbeing of all staff/volunteers, and proactive compliance with the Workplace Health & Safety Management policy.
- Other duties as required by the ES Manager or delegate.

Knowledge, skills and experience

- Ability to work within operational policies and procedures and maintain confidentiality
- High level skills in organising and arranging meetings and events (including training sessions), including resource and financial management
- High level interpersonal skills including complaint handling and problem solving
- Team leadership and volunteer management experience including the ability to proactively manage WHS issues

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- Understanding of relevant state disaster management arrangements and Red Cross ES roles under those arrangements, and under other agreements (including MoUs)
 - Experience in minute-taking and report writing
 - Sound level of proficiency in the use of MS Office suite and the internet

Essential

- Red Cross Psychological First Aid (PFA) or equivalent
- Red Cross Team Leader Training or equivalent
- Queensland Disaster Management Arrangements Statement of Achievement

Desirable

- Recognised training in Workplace Health and Safety assessment and practices
- Recognised training in Volunteer Management and/or relevant experience
- Red Cross AIIMS Fundamentals training or equivalent
- Current open drivers licence

Check requirements

- A National Criminal History Check prior to commencement and renewed every five years (Red Cross will arrange this)
- Working with Children Check according to State and Territory

Learning and development

- Complete Red Cross online learning modules as required
- Attend Red Cross Volunteer Induction, Program Training and ongoing training as required
- Participate in Cultural Competency Training

General conditions

We act always in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct

We are a Child Safe organisation and all volunteers are required to comply with relevant State and Territory legislation requirements

We comply with the Red Cross Workplace Health and Safety management system

We demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way

We may be required to assist the organisation on occasion, in times of national, state or local emergencies or major disasters

In all activities, our volunteers are guided by the Fundamental Principles of the Red Cross and Red Crescent Movement

Humanity

Impartiality

Neutrality

Independence

Voluntary Service

Unity

Universality