

Volunteer role description



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

the
power of
humanity



Mobilisation Hub Project Lead Volunteer

Department	Mobilisation Hub
Availability	1 day per week - ongoing
Location	110 Goderich Street East Perth
Category	Working in our Services and Programs

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

Role purpose

Overseeing a small team with a newly initiated project focused on the engagement and retention of volunteers.

Role responsibilities

- Overseeing a small team of volunteers, working within the Hub team.
- Working towards a goal-oriented project.
- Interacting telephonically with varied volunteers.
- Ensuring accurate and detailed gathering and recording of information.
- Maintaining confidentiality of information.
- Informing and updating the Workforce Advisors of onboarding and engagement trends.

Knowledge, skills and experience

- Effective communication and interpersonal skills and comfortable working with culturally diverse individuals.
- Well experienced Red Cross volunteer with a sound understanding of the organisation's varied programs.
- Strong administration skills, well-organised and procedural.
- Capable of leading a small team.
- Ability to handle difficult conversations.
- Proficient on computer and experienced in working on varied applications.

Check requirements

- A National Criminal History Check prior to commencement and renewed every five years (Red Cross will arrange this)

Learning and development

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

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
