



the
power of
humanity



Volunteer role description

NT Logistics Officer Volunteer - NT

Department	Emergency Services
Availability	<p>Logistics Officer Volunteer will need to be available for training in the role during working hours which will be negotiated.</p> <p>During an emergency staff and volunteers work during and outside standard business hours.</p> <p>Deployments during emergencies can involve travel and nights away from home, including in other states/territories</p>
Location	Red Cross Office, Casuarina

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

Role purpose

The Red Cross Logistics Officer works with the Commander and Incident Management Team (IMT) to ensure that Red Cross response and recovery activities in an emergency operation are effectively resourced, with the right personnel and physical resources available in the right place, at the right time.

The Logistics Officer (and team, depending on the size of the event) is responsible for managing logistical support for Red Cross emergency operations, including sourcing, maintaining, transporting, and reconciling resources, and financial record keeping.

Role responsibilities (with the support and formal training of the Emergency Services Team)

- Logistical support of the Red Cross operation, to support the implementation of the incident's strategic objectives (set by Incident Taskforce and Red Cross Commander) under relevant disaster management, contractual and preferred provider arrangements
- Manage logistics for the supply of:
 - Emergency Services personnel – filling rosters (supplied by the Planning unit) and arranging transport as required, and in line with wellbeing standards of practice
 - Physical goods (e.g. stock, equipment, vehicles, uniforms) – procurement, storage, maintenance, transport/distribution, resupply, and the return of goods at the end of the activation, using appropriate security measures to prevent loss of goods or data
 - Necessary services (e.g. IT, communications) – establishment of contracts as required, connection and disconnection
 - Financial support (e.g. debit cards, petty cash, invoices), in line with financial delegations and funder requirements
- Proactively collect, track, maintain and report on logistical and financial information, resource use/availability, and emerging challenges to the IMT, to inform planning and decision making
- Optimise the utilisation of Red Cross resources in the emergency operation, including prepositioning and scaled demobilisation
- Coach and support direct reports within the Logistics Unit of the IMT

Knowledge, skills and experience or interest in being trained in the following

- Logistical coordination experience for complex geographically dispersed activities
- Managing safety and wellbeing risks for complex, geographically dispersed activities
- Team leadership and volunteer management
- Experience making complex decisions in a fast-moving operational environment
- Understanding or interest in researching relevant state and territory disaster management and contractual arrangements, and the Red Cross responsibilities under those arrangements
- Functional competency in MS Windows, MS Office, the internet
- Experience in logistics or related field (desirable)

Check requirements

- National Criminal History Check, renewed every three years (arranged by Red Cross)
- Working with Children's Check

Learning and development

- Complete Red Cross Psychological First Aid Training
- Complete Red Cross AIIMS Fundamental Training or equivalent
- Commitment to ongoing professional development for this role, particularly training
- Relevant qualifications, skills and/or experience in managing human and financial resources

General conditions

We act always in accordance with the Australian Red Cross Code of Conduct 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
Unity
Independence

Voluntary Service
Neutrality

Impartiality
Universality