

Application Pack: Liaison Officer 30 hrs /week Location: Metropolitan Perth & Port Hedland

Thank you for expressing interest in the position of Liaison Officer for the Metropolitan region of Perth and Port Hedland, based in Maylands Perth with regular travel to Port Hedland.

To apply for the position please send:

- A covering letter – introducing yourself, your interest in the position and a statement briefly addressing the selection criteria (**2-page max**)
- The completed 2 page application form – available on the website
- Your current resume

Email to edconnect@edconnect.org.au for the attention of Operations Manager, Carin McCashin or upload via the website <https://www.edconnectaustralia.org.au/careers/>

If you would like more information regarding the position, you are welcome to contact Carin McCashin, Operations Manager on 0477 030032.

Dates to Note

Applications will be responded to as received and until 17 February 2023.

The application pack contains a number of documents to assist you in completing your application, including

- **Position Description and Selection Criteria**
- **Tips for preparing your written application**

We look forward to receiving your application.

Yours sincerely

The EdConnect Team

POSITION DESCRIPTION

EdConnect Australia connects volunteers with young people in school who need additional support, inspiring the older generations to inspire the next. Our team at EdConnect has been training and connecting volunteers with local schools across Australia for over 25 years.

The academic and social support our volunteers provide - through one-on-one mentoring and classroom learning support - provide both a safety net and a springboard for young people who might otherwise struggle to realise their potential in school and life.

THE POSITION

We are looking for a talented individual to join our team in the capacity of Liaison Officer with the responsibility of supporting service provision, including virtual volunteering to current member schools in Metropolitan Perth and Port Hedland.

The role of the Liaison Officer is to work as part of a team to ensure the objectives of EdConnect Australia are achieved. Liaison Officers act as the link between our volunteers and EdConnect Australia member schools and are critical to the successful delivery of EdConnect's programs. Liaison Officers are the primary contact for schools and volunteers and undertake a range of duties to ensure that volunteers are recruited, screened and adequately trained and supported to ensure successful program delivery. Liaison Officers are also responsible for the delivery of a range of training and volunteer/community events throughout the year.

Job Details	
Position Name	Liaison Officer
Employment Classification	SCHADS award Level 5, part time contract.
Salary	SHADS award commencing Level 5.1 - \$44.92 hourly rate Superannuation: Statutory Contribution of 10.5% Salary Sacrifice: An ability to salary package up to \$16,000 p/a Employment is subject to the terms of the Social, Community, Home Care and Disability Services Industry Award 2010. (SCHADS)
Immediate Supervisor	Operations Manager
Direct Reports	None

Position	30 hours as per employment contract distributed across four or five days. Ordinary span of hours 7am – 7pm Monday to Friday
Term	Fixed term contract concluding 31.12.2023 (with strong possibility of extension)
Workplace Location	EdConnect Head Office Maylands & travel to Port Hedland- Minimum of 4 times during 2023 and option to work some hours from home – all equipment provided
EdConnect Australia	
<p>Our Vision: Every community helping young people to succeed</p> <p>Our Mission: To prepare and connect intergenerational volunteers with disadvantaged or at-risk young people for education success and wellbeing.</p>	
Position Overview	
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Key Accountabilities / Duties	
<ol style="list-style-type: none"> 1. In collaboration with EdConnect team members, ensure the efficient development, implementation and delivery of EdConnect Australia programs and services within the region; 2. Recruit, screen, train and support volunteers to provide mentoring, learning support and other volunteer support services to students in local primary and secondary schools; 3. Deliver training and workshops to volunteers and school staff; 4. Deliver events and activities that actively engages volunteers and key stakeholders with the work of EdConnect Australia; 5. Liaise effectively with and promote EdConnect Australia and its programs to community members, schools, state and local governments, community organisations, service groups and the corporate sector; 	

6. Travel within relevant education regions to ascertain and meet the needs of schools and their students, volunteers and local communities;
7. Deliver presentations to schools and community groups;
8. Identify key stakeholders in the community and build relationships to assist in harnessing support for the work of EdConnect Australia;
9. Provide support and guidance to local schools to ensure the successful delivery of EdConnect Australia's programs and services;
10. Support the implementation and evaluation of virtual mentoring at member schools;
11. Maintain up-to-date and accurate information on individual volunteer activity at each school;
12. Make regular contact with existing volunteers and schools to ensure that needs are understood and timely support provided;
13. Ensure adherence by schools to policies and procedures concerning the management and support of volunteers and delivery of EdConnect Australia's services;
14. Provide timely and accurate reports and feedback to the Operations Manager;
15. Develop and disseminate quarterly newsletters to volunteers and schools;
16. Liaise effectively with and promote EdConnect Australia to community members, schools, state and local governments, community organisations, service groups and the corporate sector;
17. Operate within agreed budgets;
18. Observe all legal and statutory obligations;
19. Undertake a range of administrative tasks to achieve outcomes;
20. Any Other Duties as required.

Selection Criteria

Essential Criteria

- Relevant qualifications and/or experience in the not for profit, community services and/or education sectors
- High level of customer service
- Professional, energetic, optimistic, with demonstrated "can do" attitude and initiative
- Understanding of the principles of volunteer involvement
- Able to lead the recruitment processing of new volunteers
- Problem solving and diplomacy skills
- Excellent interpersonal communication skills

- Ability to establish, build, maintain and capitalise on internal and external relationships, networks and opportunities
- Capacity to communicate and engage with people from a wide variety of backgrounds (e.g., volunteers, community members, school principals and staff)
- Well-developed public speaking, training delivery and presentation skills
- Ability to undertake selection interviews with volunteers and undertake reference checks
- Ability to manage information and relationships sensitively and manage information within the context of privacy legislation
- Strong administration skills
- Meticulous record keeping and attention to detail
- Highly organized work practices
- Confidence to work alone but with support from a team
- A high level of computer literacy (knowledge of Microsoft Office Suite; online platforms)
- Ability to work effectively unsupervised and outside of the office (with the flexibility to work outside normal business hours including occasional evenings)
- A current driver's license with access to a motor vehicle for work purposes
- Working with Children Card and National Police Clearance or the ability to obtain on

Desirable Criteria

Certificate IV Training and Assessment

Experience of working in remote regions such as Port Hedland

HOW TO PREPARE YOUR APPLICATION

Learn about EdConnect Australia

Explore our website and visit our Facebook to understand the organisation, its origins and its future directions.

Website: www.edconnectaustralia.org.au



The application

The objective of your application is to present evidence that you are suited to the role advertised. There is no need to include original documents, references, awards, certificates etc. This information may be requested at a later stage of the selection process.

Key concepts in the Selection Criteria

You are required to address each section of the Selection Criteria. Be concise and succinct and be aware of the following key phrases/concepts that can be very helpful when addressing selection criteria.

demonstrate

To have demonstrated and proven ability, try to show that you have successfully performed the duty or skill in the past. This does not have to be directly in the specific role advertised, but you must be able to show (demonstrate) your actual experience and ability. It is best to provide concrete examples of how you meet the criterion.

clear evidence

Outline some specific examples, actual scenarios or situations that provide the panel with clear evidence that you have prior experience in the particular area. Again, the experience you have does not need to be in the specific role advertised, but you need to show that you can transfer your skills to this role.

an ability

You must have **some** level of competency or ability in the area asked for. You *don't* need to be an expert, but you do need to clearly outline your ability, at whatever level that may be.