



Western Sydney Liaison Officer (NSW)

Job Details	
Position Name	Western Sydney Liaison Officer
Employment Classification	<p>Employees of EdConnect Australia are covered by the Social, Community, Home Care and Disability Services (SCHADS) Industry Award 2010.</p> <p>The role is classified at SCHADS award Level 4</p>
Salary	<p>Base Salary: \$85,126.08 (full time equivalent)</p> <p>Superannuation: Statutory Guarantee Contribution</p> <p>Salary Sacrifice: Salary packaging is available (up to \$16,000pa)</p>
Hours	<p>0.4 FTE (15.2 hours per week – spread over two or three days)</p> <p>FTE = 38 hours per week</p> <p>Ordinary span of hours 6am – 8pm Monday to Sunday</p>
Term	Permanent
Immediate Supervisor	East Coast General Manager
Workplace Location	Home Office
EdConnect Australia	
<p>Our Vision: Every community helping young people to succeed.</p> <p>Our Mission: To prepare and connect volunteers with disadvantaged or at-risk young people for education success and wellbeing.</p>	
Position Overview	
<p>EdConnect Australia will expand and consolidate our learning support, mentor and buddies volunteer program in Western Sydney.</p> <p>EdConnect's objective is to continue to grow the impact of the program in Western Sydney to support students at risk of educational disengagement through increased number of partner schools, boosting volunteer numbers and securing engaged funders.</p> <p>Success in the role of liaison officer is defined by the relationships established and maintained, with volunteers, school staff, existing and potential funding, program and branding partners and within the community more broadly. These relationships underpin the EdConnect Australia business model.</p>	

The Western Sydney Liaison Officer Role is a vital link between EdConnect, partner schools and EdConnect volunteers.

The primary role of the Liaison Officer is to:

1. bring passion for EdConnect’s mission
2. build and maintain relationships with key stakeholders within schools (3-points of contact including the School Principal)
3. create a skilled and willing volunteer network through recruitment and retention activities
4. work collaboratively with your supervisor and broader EdConnect team to achieve individual and collective targets
5. engage and make presentations to local faith, business and community groups and organisations
6. advocate and raise awareness for the program by collecting and sharing volunteer stories
7. in conjunction with management explore, develop and secure funding partners that will maintain the program past the funding period
8. your role is responsible for day to day program activities in a local area

Key Result Areas	Indicative Actions
SCHOOL ENGAGEMENT AND MANAGEMENT – maintain a network of engaged primary and secondary schools (minimum target to be achieved) into which volunteers are placed and supported, maximising the value of EdConnect volunteer services to students	
1. School Recruitment	<ol style="list-style-type: none"> a. Support local and organisation-wide initiatives to identify and engage new schools b. Manage new school engagement, establishing relationships with a minimum of three points of contact, including the Principal, plus the School Coordinator, and School Administration
2. School Induction & Training	<ol style="list-style-type: none"> a. Introduce the school to the program eg. benefits, value of volunteers, focus learning support role for classes and mentoring in primary and secondary schools. b. Train school coordinators
3. School Liaison & Management	<ol style="list-style-type: none"> a. Support schools to run the EdConnect program b. School visits c. Coordinate local events/activities for school representatives d. School newsletters e. School Surveys
VOLUNTEER ENGAGEMENT & MANAGEMENT – ensure an engaged, enthusiastic, well trained and suitably skilled team of volunteers (minimum target to be achieved) delivering quality services to EdConnect partner schools and students.	
1. Volunteer Recruitment	<ol style="list-style-type: none"> a. Support organisation-wide initiatives to identify and engage new volunteers

	<ul style="list-style-type: none"> b. Actively seek new opportunities for volunteer recruitment within area including making presentations to local businesses, faith and community groups c. Manage volunteer recruitment - process <ul style="list-style-type: none"> (i) Interviews (ii) Screening/compliance
2. Volunteer Induction & Training	<ul style="list-style-type: none"> a. Volunteer welcome and induction (what is expected of an EdConnect volunteer and what an EdConnect volunteer can expect from EdConnect and their host school). b. Volunteer training – bookings and delivery of module one (learning support) c. Volunteer preferences (days, hours, schools)
3. Volunteer Placement	<ul style="list-style-type: none"> a. Identify school b. School liaison
4. Volunteer Management	<ul style="list-style-type: none"> a. Support volunteers to maximise their contribution and their length of tenure. b. Coordinate local events/activities for volunteers c. Contribute to the effective management of individual and organisational volunteer communications d. Contribute to the effective management of volunteer surveys
PERFORMANCE ACHIEVEMENT, MANAGEMENT & REPORTING – clear plans and measurable objectives supporting organisational outcomes. Management of data and reports.	
1. Planning	<ul style="list-style-type: none"> a. Prepare and manage term reports in accordance with organisational targets
2. Reporting	<ul style="list-style-type: none"> a. Manage regional data, maintain accurate records of school membership and contacts, volunteer status and activity
3. Surveys	<ul style="list-style-type: none"> a. Manage regional survey groups
GENERAL	
1. Teamwork	<ul style="list-style-type: none"> a. Active contribution to a positive organisational culture b. Achievement of individual targets as a subset of team and organisational goals c. Working with the Buddies Manager to ensure program success
2. Advocacy	<ul style="list-style-type: none"> a. Presentations to public forums, schools, community and service groups
3. Cost management	<ul style="list-style-type: none"> a. Expenditure is managed within allocated budget, in accordance with organisational objectives
4. Stakeholder Management	<ul style="list-style-type: none"> a. Liaise with key Funder staff b. Network and develop new funding relationships in conjunction with management.

5. Safety & Welfare	a. At all times, work is carried out in a safe manner in accordance with employee obligations under the <i>Work Health and Safety Act 2020</i> .
6. Policies	a. At all times, work in accordance with company policies and the EdConnect Australia Code of Conduct

SELECTION CRITERIA

Essential Criteria

- Experience relating to the Key Results Areas
- A demonstrated passion for providing children with the skills, abilities and attitudes to support their future success
- A demonstrated ability to establish, build and maintain diverse organisational and individual relationships
- A drive to succeed and deliver against individual, team and organisational program, brand and revenue objectives
- High level administrative competence
- High degree of comfort with public speaking
- Ability to work autonomously, with drive and determination

Required

- Resides locally in Western Sydney

A current:

- Driver's license with access to a motor vehicle for work purposes
- Working with Children Card
- National Police clearance

or capability to secure same within 6 weeks of appointment