

Liaison Officer (WA)

Job Details	
Position Name	Peel Liaison Officer
Employment Classification	Employees of EdConnect Australia are covered by the Social, Community, Home Care and Disability Services (SCHADS) Industry Award 2010. The role is classified at SCHADS award Level 4
Salary	Base Salary: \$88,090.08 (full time equivalent) Superannuation: Statutory Guarantee Contribution Salary Sacrifice: Salary packaging is available (up to \$16,000pa)
Hours	0.5 FTE (38 hours per fortnight) FTE = 38 hours per week Ordinary span of hours 6am – 8pm Monday to Sunday
Term	Permanent Part Time
Immediate Supervisor	Area Manager, South West
Workplace Location	Home Office
EdConnect Australia	
Our Vision: Every community helping young people to succeed.	
Our Mission: To prepare and connect volunteers with disadvantaged or at-risk young people for education success and wellbeing.	
Position Overview	
EdConnect Australia aims to help at least 13,000 at-risk students in 175 schools in Western Australia achieve educational success and well-being.	
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.	
The Peel 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 community groups and organisations
6. advocate and raise awareness for the program by collecting and sharing volunteer stories
7. 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	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, Chaplain, and School Administration
2. School Induction & Training	a. Introducing the school to the program eg. benefits, value of volunteers, focus on SaER students b. Training school coordinators (including reporting requirements of the Education Department contract)
3. School Liaison & Management	a. Supporting 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	a. Support organisation-wide initiatives to identify and engage new volunteers 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

	(i) Interviews (ii) Screening/compliance
2. Volunteer Induction & Training	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 support c. Volunteer preferences (days, hours, schools)
3. Volunteer Placement	a. Identify school b. School liaison
4. Volunteer Management	a. Supporting 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	a. Preparation and management of 90-day plans in accordance with organisational targets
2. Reporting	a. Management of regional data, maintaining accurate records of school membership and contacts, volunteer status and activity
3. Surveys	a. Management of regional survey groups
GENERAL	
1. Teamwork	a. Active contribution to a positive organisational culture b. Achievement of individual targets as a subset of team and organisational goals
2. Advocacy	a. Presentations to public forums, schools, community and service groups
3. Cost management	a. Expenditure is managed within allocated budget, in accordance with organisational objectives
4. 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> .
5. Policies	a. At all times, work in accordance with company policies and the EdConnect Australia Code of Conduct
SELECTION CRITERIA	

Essential Criteria

- 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

Required

A current:

- Driver's license with access to a motor vehicle for work purposes
- Working with Children Check (Western Australia)
- National Police clearance

or capability to secure same within 6 weeks of appointment