

Job Description

Position Title	Training Coordinator – Volunteer Management
Employment Benefits	Level 4 (SCHADS Award) Base Salary Time in Lieu (TIL) 11.5% employer superannuation contribution 5 weeks annual leave entitlement PBI salary packaging benefits
Hours of Work	22.5 hours per week (0.6 FTE)
Contract Period	Maximum term contract to 30 June 2026
Responsible to	Manager Training & Development

Volunteering WA

As the peak organisation for volunteering in WA, we are the leading voice for volunteers and Volunteer Involving Organisations (VIOs), working to strengthen the sector and promote the benefits of volunteering. Volunteering WA’s mission is *‘to empower people and communities to enrich Western Australia’*, and our vision is *‘A society where everyone is inspired to make a difference’*.

The Position

This role designs, reviews, and delivers training aligned with the National Standards for Volunteer Involvement to VIOs state-wide and coordinates the Volunteer Management National Continuous Professional Development (CPD) Program and the Volunteer Management Networks.

Responsibilities

- Develops and delivers training content and resources in-person and online.
- Reviews and updates existing training content and resources.
- Plans, schedules, and maintains Volunteering WA’s annual training calendar.
- Coordinates the Volunteer Management National CPD Program and the Volunteer Management Networks.
- Maintains knowledge of current best practices regarding volunteer management.
- Undertakes feedback and evaluation activities using identified tools.
- Contributes to training reporting and promotion.
- Provides support to the Office Administrator and contributes regularly to VWA’s monthly newsletter.
- Promotes and contributes to activities, events, and services of Volunteering WA.
- Undertakes other relevant responsibilities as required.

Selection Criteria

Essential	<ul style="list-style-type: none"> • Certificate IV in Training and Assessment or equivalent training experience or tertiary qualification. • Demonstrated experience delivering group training. • Demonstrated experience delivering online training and using tools like polls and break-out rooms. • Competence in using Microsoft Office suite, MS Teams, and Zoom. • Excellent planning and organisational skills with demonstrated ability to deliver on agreed goals. • Ability to work both independently and collaboratively as part of a team. • Demonstrated excellent written and verbal communication skills.
Desirable	<ul style="list-style-type: none"> • Knowledge of the National Standards for Volunteer Involvement. • Understanding of volunteer management issues and knowledge of support/resources available. • Experience working in and/or knowledge of the not-for-profit sector, including small to medium-sized volunteer organisations.
Special Requirements	<ul style="list-style-type: none"> • Willing to travel regularly within the Perth Metro area and work evenings. • Some weekend work and regional travel may be required on occasion. • A current and valid WA driver’s licence.

Key relationships	Reporting structure
<ul style="list-style-type: none"> • Volunteering WA staff, members and potential members • Volunteer Involving Organisations (VIOs), volunteer resource centres and volunteers. 	<pre> graph TD A[Executive Manager Sector Services] --> B[Manager Training & Development] B --> C[Training Coordinator] B --> D[Office Administrator] </pre>