

Position Title	Manager Training and Development
Employment Benefits	Level 5.1 (SCHADS)/Circa FTE \$80K 9.5% employer superannuation contribution 5 week leave entitlement pro rata PBI salary packaging benefits
Hours of Work	Part time 3 days per week/22.5 hrs per week
Responsible to	Senior Manager Services

About us:

Volunteering WA's mission is *'to lead, advance and celebrate volunteering in WA'*, and our vision is *'for every Western Australian to enjoy (valued) volunteering experiences that enrich our state'*. As the peak organisation for volunteering in WA, we are the leading voice for volunteers and volunteer-involving organisations, working to strengthen the sector and promote the benefits of volunteering. Volunteering WA delivers support and services to community, corporate, education and government organisations to provide leadership, advancement and promotion of volunteering to achieve the greatest impact for Western Australia.

The Position:

The Manager Training and Development position aligns with our strategic priorities to **strengthen the sector** and **connect people and organisations**. The position is responsible for delivering and implementing Volunteering WA's training and development program, convening relevant networks and committees and developing resources to increase skills, knowledge, organisational capacity and professionalism in volunteering and the management of volunteers.

Duties:

1. Develop, plan and implement Volunteering WA's training calendar.
2. Source and/or develop, manage and evaluate multi-modal training programs and materials that:
 - Meet the current and emerging needs of Volunteering WA's members and partners
 - Are consistent with the *National Standards for Volunteer Involvement*
 - Meet the requirements of our State and Federal Government funding agreements
 - Include an appropriate mix of delivery and learning modes
 - Include an appropriate mix of accredited and non-accredited training & education
 - Are affordable and accessible
3. Review, develop and update training and development resources in line with VWA branding, National Standards in Volunteering and sector development requirements.
4. Research, design and deliver engaging and informative training for Volunteering WA's members, volunteers and key stakeholders.
5. Build relationships and appropriate partnerships with suitable accredited training organisations and individuals.
6. Build and maintain relevant networks and partnerships to stay on top of issues, trends and research impacting the volunteering sector in regard to training (particularly in WA) and disseminate information to relevant VWA and broader sector.

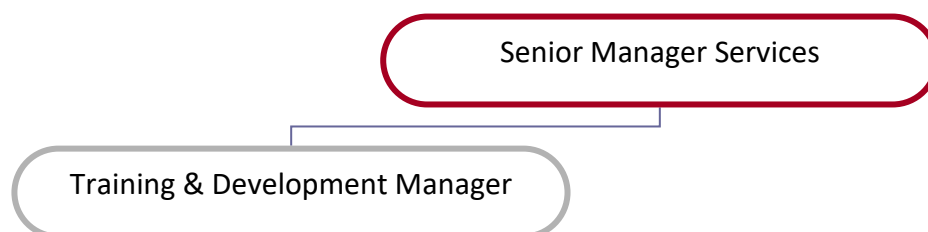
7. Manage and/or provide support training/development focused projects including consultancy and fee for service requests (eg volunteer program audits and strategy planning, on-site training/presentations etc).
8. Actively and professionally represent the organisation at events, expos and meetings as required.
9. Demonstrated ability to build and maintain effective networks with a range of internal and external stakeholders.
10. Manage/convene special interest groups, networks and committees to achieve sector development priorities.
11. Contribute to day-to-day operations of VWA and respond to requests for support when required.
12. Contribute creatively and professionally to the strategic direction of the VWA Team.
13. Other duties as assigned.

Key Performance Measures for this position will be determined annually in accordance with the organisation's Operational Plans.

Key relationships:

- All Volunteering WA staff and volunteers
- Existing and potential members, especially key VIOs and VRCs
- Relevant WA peak bodies and state-wide organisations
- WA State Government and Federal Government
- Volunteering WA project partners
- Volunteering Australia and other State volunteering peaks

Reporting Structure:



Qualifications, skills and experience:

<p>ESSENTIAL</p>	<ul style="list-style-type: none"> • Demonstrated in-depth understanding of the volunteering sector and volunteer management • Proven ability to network and build relationships and negotiate partnerships with a diverse range of stakeholders • A successful track record in learning and development management including experience in facilitation and training delivery (for adults) • Demonstrated significant innovation, initiative and judgement, and liaising at a high level • Highly developed interpersonal and diplomacy skills, with ability to work independently or as part of a collaborative team • High level written, communication and analytical skills with a track record in project management • Excellent Microsoft Office skills and experience in developing and delivering webinars and online material • Holds a Certificate IV Training and Assessment qualification, and/or a tertiary degree in relevant area • Energetic, highly motivated with the drive for continuous improvement • Alignment with the values and mission of Volunteering WA
<p>DESIRABLE</p>	<ul style="list-style-type: none"> • Understanding of challenges surrounding the volunteering sector • Experience in leading a team or supervising other workers • Experience in working with volunteers and volunteer managers
<p>Other Personal Attributes</p>	<p>Other personal attributes required to do this job effectively:</p> <ul style="list-style-type: none"> • Proactive self-starter with a high degree of self-management • Willingness to work as part of a team and to share information and expertise • Professional and efficient approach, with attention to detail • Ability to undertake multiple tasks at one time • Ability to work in a changing, complex environment

Please Note:

- All contracts with Volunteering WA are reviewed regularly subject to funding and performance.
- All staff are required to have a Police Check. The cost of the Police Check will be met by Volunteering WA.
- All offers of employment at Volunteering WA are subject to a four month probationary period.
- A current WA Driver's licence is essential
- This position requires some out of hours work as well as regular metro and occasional intra-state travel.