

Success Profile | Volunteer Coordinator
Team | People and Culture
Supporting Leader | Manager People and Culture

You will make a difference by



- supporting volunteers throughout their journey with IPC Health from volunteer opportunity realisation, recruitment, ongoing supervision, wellbeing, development and departure
- matching volunteers with new and existing opportunities to enable friendship, connection to community and a meaningful experience
- engaging with IPC Health staff encouraging best practice in working with volunteers in their programs and activities
- strengthening partnerships with local community organisations and services to raise IPC Health's volunteering opportunity profile

To succeed, you will need



- demonstrated experience in managing and developing volunteer programs
- an understanding of volunteering and the National Standards for Involving Volunteers in Not-for-Profit organisations
- an understanding of the compliance requirements for health volunteers and experience in supporting people to meet those requirements as needed
- demonstrated ability to lead and influence others to achieve positive outcomes
- highly effective written and verbal communication skills
- willingness to work across a diverse, geographically dispersed staff group and range of health programs

You will improve and promote One Team IPC Health by



- acting with purpose, measuring our results, and celebrating achievements (**We make a difference**)
- going above and beyond, demonstrating understanding and respect for our communities and each other (**We are passionate**)
- learning, experimenting and innovating (**We are creative**)

We will contribute to your success by



- providing opportunities for you to share what is important to you, your wellbeing, and what you need
- aligning the contribution you make to IPC Health's strategy
- guiding you in what to do, when and how to do it
- developing your skills with regular feedback and exploring career opportunities
- ensuring you feel fulfilled at the end of each work day
- being committed to maintaining a barrier-free environment for all and welcoming individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTI communities

Key Deliverables and Measures

- Increase the reach and presence of volunteers across the organisation and community, delivering robust pathways for sustainable volunteer operations
- Embed The National Standards for Volunteer Involvement across the organisation, raising the profile and value of volunteer contribution
- Build partnerships and strong relationships with key stakeholders including volunteers, IPC Health staff, volunteer organisations and community to increase pathways for volunteers
- Increase engagement of volunteers by coordinating National Volunteer Week and International Volunteer Day activities, formally and informally recognising volunteer contributions and maintaining volunteer wellbeing



Key Relationships

- Manager People and Culture
- Volunteers
- People and Culture Team Members
- Community and local, state and national volunteer organisations
- Health Promotion and Community Strengthening Team Members and other IPC Health staff
- Relevant local government partners



MINDFULNESS



IMPACT



INNOVATION



DIVERSITY

Mindfulness

in leadership is represented by the focus and presence of mind to act with integrity, grit, resilience, adaptability and kindness — even in challenging circumstances.

Impact

in leadership is a mindset that compels you to seize opportunities, to act with self assurance, to inspire action, and to empower others through active listening and communication.

Innovation

in leadership is a growth and learning mindset that thrives in ambiguity, senses change, fosters deep curiosity and enables experimentation and creativity to thrive.

Diversity

in leadership is a mindset that enables the awareness, empathy, collaboration and diplomacy to communicate, engage and work with anyone.

At IPC Health, we believe that strong leadership is a state of MIND. We are all leaders.

MIND ipc health
leadership