

Beyond Words Coordination

A six-month contract for a flexible sixteen hours per week at fifty dollars per hour, that could develop into an exciting permanent role.

OVERVIEW

Beyond Words (beyondwords.org.au) is a not-for-profit community of about sixty volunteers who enable people in aged care to tell, write and publish their life stories. In addition to producing a book, the real value is in creating a space for personal reflection and connection through story.

Our goal is more and better biographies, whether in house or through supporting others to meet the growing interest in us and what we do. You would be working for a volunteer organisation making a real difference to the lives of people in aged care and their families.

Our program has unlimited potential and appeal for people in aged care and opportunities for our enthusiastic, caring and talented volunteers. We are seeking a problem solver who can get things done in this vibrant and growing organisation.

You will support and guide the organisation, its operation, systems and development into the future. You enable our growing community of volunteers to enjoy and succeed in their many roles as biographers, editors, trainers, organisers, fundraisers, board members etc.

You will collaborate and share the load with our Coordination Team* made up of you, Dan (Program), Richard (Operations) and Caroline (Information Officer). You will move to a pivotal leadership role in our organisation.

This is a newly created role. The opportunities for the right person to develop it and the organisation are exciting.

ACCOUNTABILITY

As coordinator you will receive supervision from our Board Chair.

RESPONSIBILITIES

You will work with the coordination team but have primary responsibility for the following tasks:

1. Organisational Development

- Work with the board to implement, review and develop our strategic plan.
- Understand, and where required, document the systems (policies, procedures PDs etc) that make us an effective and efficient organisation.
- Support the information officer in providing information, administration and project management to volunteer teams.

2. People Management and Coordination:

- Recruit and match volunteers interested in taking on operational tasks.
- Ensure a clear understanding within Beyond Words of how we are organised and the roles of our volunteers and their teams.
- Support, coordinate and encourage the work of our volunteers and their teams to deliver the best outcomes for themselves, clients and Beyond Words.

3. Program Development

- Lead the review and development of our interaction with aged care and assessment of clients.
- Provide support and project management to the fundraising committee in developing and implementing its fundraising plans.
- Identify, develop and maintain communications with aged care providers and their residences, to facilitate client referrals and explore potential support, sponsorship and partnerships.

ABOUT YOU

- An ability to communicate effectively with a wide range of stakeholders.
- A well-organised problem solver.
- Experience and/or understanding of small not for profit and volunteer organisations preferred.
- Enthusiasm for and commitment to the values and purpose of Beyond Words.
- Competence in computer skills and online communication
- Able to participate in various in-person meetings in Melbourne.

WHAT WE OFFER

- Your hours will be flexible and balance your needs and the demands of the job.
- Our office is a virtual one through shared drives, zoom meetings etc.
- The position is for a six-month contract with continuation depending on continuing funding and a review of the role and your work.
- As a contractor you would invoice us monthly at fifty dollars per hour for an average of sixteen hours per week. You would be expected to provide an ABN and to cover your own standard office costs.

*It is intended that the coordinator will over time take over many of the core organising roles currently performed by Dan and Richard who are somewhat overworked volunteers. This team will allow some flexibility in the evolution of this role which will be reviewed accordingly after six months.

APPLICATION

If you are interested and think you fit our criteria for this role you should contact our Chairperson Richard Hill on 04085010408 by 18th August.