

Volunteering Program Officer (1 or 2 roles)

Responsible to	National Member Development Manager
Type of employment	1 year fixed term contract
Hours per week	Between 18 and 38 hours/week
Location	Work from home anywhere within Australia
Flexibility	Flexible working hours, option to purchase an additional 4 weeks leave per year
Award	Social, Community, Home Care and Disability Services Industry Award
Classification	Level 4.1 (\$41.52/hr at 1/06/2024)

People with disability, carers of children with disability, First Nations people and people from a CALD background are encouraged to apply. Reasonable adjustments are available for the recruitment process and in the job design.

About Toy Libraries Australia

Toy Libraries Australia (TLA) is the peak body for over 290 not for profit toy libraries in Australia. We support a growing community of Australian not-for-profit toy libraries, encouraging families to play and learn together in a sustainable way.

Our team of 12 staff all work flexible part time hours and are located across Australia. All staff currently work from home with our 'office' being a virtual space that allows flexibility and connectivity with others team members wherever they are.

Position summary

The Volunteering Project Officer will be responsible for the delivery of a 12 month project funded by the Australian Government - Department of Social Service.

The project will support people with disabilities and women experiencing isolation and discrimination (particularly refugee women) to get meaningful work experience at 20 toy libraries across Australia. The project will allow the participants to work towards becoming independent and participating in society, in a way that provides purpose to them, including through employment.

The intended outcomes of the project for the participants are:

- Increased social, civic, and economic participation
- Reduced levels of social isolation/increased sense of belonging
- People are self-reliant, empowered and experience improved sense of wellbeing
- People are engaged in education, training and work-ready services and activities and have improved work skills and increased opportunities for paid work
- People have improved connections and linkages to services that further support their increased social, civic and economic participation .

In addition to the outcomes for the participants, we expect there to be extraordinary benefits for the toy libraries, toy library families, and family members of the participants. For the toy library they will have increased capacity to provide their service due to the work of the participants. Toy library families will benefit from seeing diverse people working in the toy library, which helps shape community attitudes (especially of our children) to supporting equality, inclusion and participation.

Roles and responsibilities

Project management

- Coordinate the Volunteering Project, ensuring that project deadlines are met and any identifying issues that might impact delivery
- Provide advice, regular updates and reports to the CEO/National Manager

Engage and recruit toy libraries and partner organisations

- Run an expression of interest process to identify toy libraries that might be interested in participating in the project
- Identify gaps in the types of toy libraries applying and encourage other toy libraries to participate (e.g. regional toy libraries, smaller toy libraries, council toy libraries, national spread of toy libraries)
- Support toy libraries to identify partner organisations, including schools with specialist programs for students with a disability, disability service providers including School Leaver Support providers, Community Hubs and migrant agencies
- Develop inclusion and exclusion criteria to be used for the selection of toy libraries in the pilot program.
- Develop a grant agreement on SmartyGrants outlining the responsibilities of toy libraries participating in the program
- Develop a template memorandum of understanding between toy libraries and the partner organisations so the roles and responsibilities of each are clear

Support for toy libraries

- Organise and run the periodic meetings for the staff and volunteers of participating toy libraries
- Provide support to toy libraries on project issues
- Develop resources to assist toy libraries with the project
- Develop and deliver training for participating toy libraries with training design to include consideration of roll out to toy libraries who are non participating sites.

Develop resources and training for participants

- Develop templates for toy libraries, participants and partner organisations to use to identify and document participant's goals from the program
- Develop videos introducing participants to what happens in a toy library, so they can be confident in visiting a toy library for the first time
- Develop or collate other training resources and videos to support participants

Funder reporting and evaluation

- Participate in establishing an evaluation framework for the project
- Set up systems to collect the data including quantitative evidence (stories) required from toy libraries to meet funder reporting requirements and evaluation
- Ensure all toy libraries are submitting the required acquittal data and collate the data
- Submit data to the DSS Data Exchange
- Develop drafts of funder and evaluation reports
- Identify learnings from 2024 participants to improve the experience of 2025 participants

Culture and engagement

- Role model Toy Libraries Australia's values and demonstrate a high level of performance and integrity
- Actively participate in Toy Libraries Australia's meetings and events
- Ensure the project is accessible for people with disability, First Nations people and people from a CALD background

Risk management

- Follow all Toy Libraries Australia policies, procedures and standards, including our Child Safe Policy and Code of Conduct
- Undertake a risk assessment of child and vulnerable person safety for the project

Other

- Perform other reasonable tasks as requested by the National Development Manager or CEO

Experience

Required

- Experience (paid or unpaid) working with toy libraries or similar volunteer run organisations
- Experience in delivering projects
- Demonstrated ability to work autonomously, flexibly and uses initiative to achieve high quality results
- Demonstrated ability to analyse, problem solve and make appropriate decisions
- Competent use of Microsoft 365, including Sharepoint, Outlook, Microsoft Office and Teams, Canva
- Strong verbal and written communication skills
- Can legally work in Australia

Desirable

- Experience working with early years, disability and/or multicultural organisations
- Lived experience of disability (including as a carer)

Education

Relevant tertiary qualifications or equivalent work experience.

Application process

Please forward a covering email and your CV to Louise Bell, National Member Development Manager at recruitment@toylibraries.org.au.

Applications close Friday 21 June 2024.

Shortlisted applicants will be interviewed in late-June