



Position Description

Volunteer and Program Manager

Position	Volunteer and Program Manager
Salary Range	\$52,995 - \$55,493 pro rata
Hours	30 hours per week
Conditions	All conditions in line with collective agreement
Direct Supervisor	MIEACT Executive Officer

Organisational context

Mental Illness Education ACT (MIEACT) is an innovative and highly respected community mental health educator which, since 1993, has worked to promote understanding and awareness of mental health throughout the ACT community. MIEACT's aims are to improve knowledge of mental health, to challenge assumptions about mental illness, and to reduce discrimination towards people with mental illness. MIEACT is committed to the voice of people with a lived experience of mental illness being at the core of its educational programs. MIEACT undertakes a number of programs and projects in the ACT particularly with young people in schools. Centrally located in Civic, MIEACT has a small vibrant permanent staff team who support over fifty Volunteer Educators.

Position statement

The Volunteer and Program Manager is responsible for managing MIEACT's programs - School Education Program, Community Program, and Mentoring Program - ensuring their development, implementation, sustainability and evaluation. An important aspect of the position is the oversight of MIEACT's processes for volunteer support, including recruitment, training, and ongoing support to assist volunteers to deliver MIEACT's programs safely and effectively.

Specific Duties

- Manage the MIEACT programs including the School Education Program, Community Program, and Mentoring Program, ensuring their delivery, development, sustainability, evaluation and continual improvement.
- Coordinate and ensure clear systems of support for all MIEACT Volunteer Educators including;
 - recruitment and induction training,

- debriefing, communication and other support to assist Volunteer Educators to deliver MIEACT programs safely and effectively,
- further professional development and training , and
- a regular program of assessment for Volunteer Educators in the delivery of their education sessions.
- Promote MIEACT programs with stakeholders.
- Represent MIEACT at relevant networks in the community.
- Prepare reports about MIEACT's programs to relevant bodies, e.g. Department of Health.
- From time to time supervise temporary Project Officers who may be engaged for specific tasks.

Responsibilities

- Work as part of a team in a community organisation.
- Work within the policies and procedures of MIEACT.
- Participate in performance appraisal and review.
- Attend meetings as required.
- Participate in training and development appropriate to the position.

Selection Criteria

Essential

- Excellent interpersonal and communication skills.
- Capacity to work respectfully with mental health consumers and carers and an understanding of how mental illness can impact on people.
- Highly developed organisational and liaison skills in relation to program management
- Experience in workplace training and assessment.
- Excellent oral and written communication skills.
- Demonstrated ability to work collaboratively as a member of a team.
- Competence in computer skills.

Desirable

- A suitable qualification in fields such as community development, health promotion or education.
- Community development experience.
- Experience working with volunteers.
- Ability to occasionally work flexible hours.

Requirements of the Job

- Ensure that confidentiality is maintained at all times.
- Undertake a Police check.
- Adhere to MIEACT's Child Protection Reporting Policy.