

Jeans for Genes Project Lead

Volunteer Management

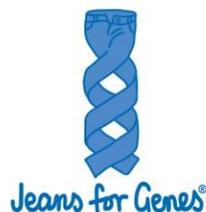
- **A rare opportunity to join the innovative fundraising team behind the iconic Jeans for Genes campaign**
- **Fixed term 4 month contract, commencing May 2019**

Children's Medical Research Institute (CMRI) was Australia's first dedicated paediatric research facility and is now one of the world's most highly regarded independent medical research centres. Our research focuses on the areas of embryonic development and birth defects, cancer, neuroscience and gene therapy and we have a strong international reputation based on our research outcomes. It is also home to the world-first proteomics project, ProCan, which is changing the way cancer is diagnosed and treated. CMRI's research programs are supported by state of the art facilities and committed research and support staff. Our achievements are made possible by a loyal network of community supporters, highly engaged donors and the very successful Jeans for Genes® fundraising campaign.

We are seeking an experienced Volunteer Coordinator to take responsibility of our 2019 Jeans for Genes volunteer program. The Volunteer Coordinator plans, develops and coordinates volunteer recruitment, screening, training, rostering and campaign engagement activities. The role is full of variety and requires a highly organised individual to coordinate multiple projects.

The Volunteer Coordinator will:

- Acquire internal volunteers through CMRI's database
- Advertise and recruit more broadly for expressions of Interest
- Respond to all expressions of interest for volunteering in a timely manner
- Screen candidates for suitability
- Recruit and engage volunteers and appropriately match them according to the individualised needs and experience with appropriate volunteering opportunities.
- Conduct information and training sessions for volunteers
- Be a friendly first contact for volunteers and the public, including maintaining the volunteer data base, rosters and associated documents.
- Build the Volunteer group and expand our volunteer members through positive working relationships.
- Monitor and report on volunteer hours as required.



- Provide support to volunteers, including specific training, complaint resolution and monitoring of volunteer experiences
- Be prepared to roll up your sleeves on Jeans for Genes day (and other CMRI) events as required. J4G is very much an operational role and the candidate will need a 'whatever it takes' attitude
- Develop workflows and process legacy documents

Selection criteria:

1. Demonstrated experience (minimum of three years) and skills in managing a large volunteer program, preferably in the not for profit/fundraising sector, please supply examples.
2. Excellent interpersonal skills including the ability manage a variety of internal and external stakeholders across all levels and from varying backgrounds.
3. Proven high level oral and written communication skills
4. Proven client focused approach, with the ability to identify and respond to the individual needs and interests of volunteers.
5. High level computer skills in the Microsoft Office suite (particularly in Word, Excel, and Outlook) and previous experience using databases.
6. Demonstrated ability to work effectively as part of a team and to collaborate across teams to achieve enhanced outcomes.
7. Demonstrated high standard of integrity, ethics, judgement and confidentiality.

This position is contracted until 31 August 2019.

If this sounds like you, please apply today and without delay. We will interview suitable candidates as applications are received.

When you join Team CMRI in this Volunteer Coordinator role, you will be provided with a competitive remuneration package in accordance with qualifications and experience. Additional benefits include the provision of a Public Benevolent Institution salary packaging scheme and participation in an employer-contributed superannuation fund.

Applications should include a resume and cover letter (**citing PV1911**) explaining why you are perfect for this position by **addressing each of the selection criteria** outlining specifically the key responsibilities above, curriculum vitae and contact details (phone/email) of three professional referees and be forwarded to recruitment@cmri.org.au.

We will interview suitable candidates as applications are received.

Closing date for applications is **9am Monday 15th May (or until position is filled)**.

You are just a few steps away from working to secure the future of our greatest national treasure – our children.

No recruitment agencies please!

