

Geelong Liaison Officer Position Description

This volunteer position plays a key role in connecting the Melbourne based organisation head office to sessions and activities delivered in the region of Geelong, Victoria.

Key Responsibilities

- Identify new partner organisations and provide contact details to the Melbourne-based Programs Officer for establishing new relationships.
- Represent The Water Well Project at local meetings as required by the Board.
- Communication of relevant policies and procedures to external stakeholders.
- At the request of the Project Administrator, assist with localised coordination of health information sessions.
- Act as contact point for local-based volunteers.
- Assist with organising and delivery of induction sessions for new volunteers, in conjunction with Melbourne-based Volunteer Engagement team.
- Lead the local-based Committee of The Water Well Project and keep the Committee up-to-date on organisational priorities and developments.
- Assist local-based Resource Officer with storage and appropriate distribution of resources for local-based volunteers.
- Provide a report to the Secretary on Geelong operations prior to each Management Committee meeting or other General meeting as required.

Key competencies

1. Understanding of the aims and objectives of The Water Well Project, and how to achieve these.
2. Ability to be flexible and adapt to the changing strategic direction of a growing organisation in a dynamic sector.
3. Ability to operate within the strategic framework/ guidelines of the organisation as defined by the board.
4. Knowledge of local refugee health networks (or ability to source this information).
5. Knowledge about local refugee and migrant health services (or ability to source this information).
6. Ability to use own initiative to work independently and as a member of a team.
7. Ability to develop and maintain strong working relationships with a skilled base of volunteers.
8. Excellent verbal and written communication skills.
9. Excellent organisational, prioritisation and time management skills.

10. Located in Geelong or surrounding area.

Reporting

The Liaison Officer reports to the Director (Chair).

Terms of office

Candidates must be able to commit to a minimum of 12 months, subject to a probationary period.

Expectations

- 1-3 hours per week, with variability from week to week.

Application Process

Please send a cover letter (1 page max) and CV (4 pages max) to tim@thewaterwellproject.org.

Closing date: COB, Friday 14th April 2019

Our organisation

The Water Well Project is a not-for-profit health promotion organisation based in Melbourne. Our mission is to improve the health and wellbeing of migrants, refugees and asylum seekers by improving health literacy. Our vision is that all individuals from refugee and asylum seeker backgrounds achieve equitable access to healthcare to enable them to live full lives and contribute to the wider community.

The Water Well Project works closely with partner organisations already working with people of migrant, refugee and asylum seeker backgrounds to develop culturally-sensitive and interactive health education sessions. Since its founding in 2011, The Water Well Project has delivered over 550 sessions across Melbourne and Geelong, as well as New South Wales.

Our volunteers are healthcare professionals (doctors, nurses, midwives, and allied health) who donate their knowledge and time to deliver health education sessions outside their hours of paid professional work.

Our values

- Collaboration
- Compassion
- Respectfulness of diversity
- Integrity
- Accountability

Conditions

All volunteers of The Water Well Project are required to comply with *The Water Well Project Volunteer Agreement* which includes:

- adherence to our values and Code of Conduct at all times
- declaration of any potential conflict of interest(s)
- adherence to privacy and confidentiality