



Evaluations Co-Officer

The Evaluations Co-Officer volunteer position plays a key role in the Evaluations team within The Water Well Project. The role supports the collection, analysis, reporting and distribution of key evaluations data. This includes collecting feedback from individual health education sessions from participants, volunteer healthcare professionals and community representatives. Data is then compiled, analysed and distributed to external stakeholders at quarterly intervals via a variety of different media.

The Evaluations team works closely with other committee members to improve sessions and ensure that The Water Well Project sessions are delivered to a high standard. Regular reporting and collation of data is also important in meeting our grant requirements.

Knowledge, Skills & Experience

- Excellent written and verbal communication skills.
 - Excellent attention to detail.
 - Excellent organisational, prioritisation and time management skills.
 - Ability to use own initiative to work independently and as a member of a volunteer committee.
 - Proficient in Microsoft Office Suite and Adobe Acrobat Writer.
 - Previous experience with data collection, data entry, analytics or research experience is preferable.
 - Previous experience with project management tools such as Asana, CRM Software (Salesforce or similar) and social media is preferable.
 - Previous experience with Survey Monkey is preferable.
 - Previous experience in the not-for-profit and/or business sector is preferable.
- We encourage everyone passionate about the role to apply.

Term of office and time commitment

- Candidates should ideally be able to commit to a minimum of 12 months.
- Time commitment varies week on week but is expected to average between 2-4 hours per week.



- Communication must be maintained with the committee on a regular basis, within a timely manner.

Our organisation

The Water Well Project is a registered not-for-profit and health promotion charity founded in 2012 that aims to improve the health and wellbeing of migrants and individuals from refugee and asylum seeker background by improving their health literacy. Our vision is that all migrants and individuals from refugee and asylum seeker background achieve equitable access to healthcare.

The Water Well Project has delivered 182 health education sessions over the 2019-2020 financial year with the participation of over 400 healthcare professional volunteers. Since inception, we have delivered over 700 sessions to over 12,000 individuals. We were awarded the Melbourne Award (2018) for “Contribution to Multiculturalism” by a community organisation and a finalist for “Settlement Innovation” in the Australian Migration and Settlement Awards (2019). Our work is funded by philanthropic grants, government grants and private donations.

Our values

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

Conditions

All Committee volunteers are required to comply with *The Water Well Project Volunteer Agreement* and agree to work according to our values.

Application Process:

Please send applications to hr@thewaterwellproject.org. If successful, you'll be invited to attend a virtual interview.