



Tasmanian 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 Tasmania (TAS).

Key responsibilities

- Help identify new partner organisations and provide contact details to the Melbourne-based Project Administrator for establishing new relationships.
- Represent The Water Well Project at local meetings as required.
- Communication of relevant policies and procedures to external stakeholders.
- At the request of the Project Administrator, assist with localised coordination of health education sessions.
- Act as contact point for local-based volunteers.
- Assist with organising and delivery of induction sessions and social gatherings for new volunteers.
- Lead the TAS-based Committee of The Water Well Project and keep the Committee up-to-date on organisational priorities and developments.
- Assist the TAS Resource Officer with storage and appropriate distribution of resources for local-based volunteers.
- Provide a report to the CEO on TAS operations prior to each Management Committee meeting or other general meetings such as the Annual 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 and migrant health services (or ability to source this information).
5. Ability to use own initiative to work independently and as a member of a team.
6. Ability to develop and maintain strong working relationships with a base of volunteers.
7. Excellent verbal and written communication skills.
8. Excellent organisational, prioritisation and time management skills.
9. Located in Tasmania.

Reporting

The Liaison Officer reports to the CEO.

Terms of office

Candidates must be able to commit to a minimum of 12 months, subject to a probationary period of 3 months.

Expectations

- 1-2 hours per week, with variability from week to week.

Our organisation

The Water Well Project is a not-for-profit organisation. Our mission is to promote good health and wellbeing to communities from migrant, refugee and asylum seeker backgrounds by improving their health literacy. Our vision is that all communities from migrant, refugee and asylum seeker backgrounds achieve equitable access to healthcare.

The Water Well Project works closely with partner organisations already working with communities from migrant, refugee and asylum seeker backgrounds to develop culturally sensitive and interactive health education sessions. Since 2011, The Water Well Project has delivered nearly 1200 sessions across Victoria, New South Wales and Tasmania. Our volunteers are healthcare professionals (doctors, nurses, midwives and allied health) who donate their knowledge and time to facilitate 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, Code of Conduct and Deed at all times
- declaration of any potential conflict of interest(s)
- adherence to privacy and confidentiality