



“Volunteers Supporting Volunteers”

Position Title:	NSW SES VA Area Representative	Current Incumbent:	
Reporting to:	NSW SES VA Board of Directors	Date:	

Position Understanding

The NSW SES VA recognises, understands and appreciates the efforts and contributions made by Volunteers and particularly those who accept the added responsibilities of being an VA Area Representative.

Many Volunteers work full time and have family commitments. This position description is written with the above understanding and the acceptance that the function and responsibilities are written taking into account an appropriate work/life balance.

Position Purpose

The position purpose is primarily to act as the focal point to receive and represent to the Volunteer Council, the opinions, views, concerns and suggestions of the NSW SES Volunteers as provided through the VA Chain-of Command.

The NSW SES VA Area Representative has responsibility for implementing the Board of Directors and Volunteer Council decisions as well as promoting the objectives and policies of the NSW SES VA.

They are expected to provide a support and mentoring role to the District Coordinator who report to them.

They will be expected to establish a working relationship with the Region Controller and other RHQ staff/volunteers in their Region in order to be able to effectively carry out the duties of this role.

Key Functions and Responsibilities

Key functions, responsibilities and accountabilities may change from time to time and should be reviewed regularly at the Board of Directors level.

Key performance indicators and member feedback should be implemented on an annual basis with regular assessment against such goals to ensure the company's overall goals as set by the Board of Directors, are achievable.

- Assist District Coordinators to recruit new VA Unit Coordinators in line with management requirements 5:1 ratio
- Assist in the distribution of particular issues as delegated including all VA communication and gathering feedback from members
- Be responsible for their area budget including forecasting and balancing as well as meeting required deadlines
- Recruit VA District Coordinators in each VA designated district (As determined by the BoD) in the NSW SES Region they represent.
- Required to meet with VA District Coordinators on a regular basis- *no face-to-face requirement for these meetings* and ensure regular meetings are conducted between the District and Unit Coordinators located within their respective Area as per the VA Area Regulations
- Represent their District and Unit Coordinators and VA Associate members by attending and participating at Volunteer Council meetings and providing reports on all respective District and Unit VA activities and issues.
- Present a standard VA information presentation/session at each annual Region Controllers Conference including reporting on current issues involving the VA and collect and transmit concerns raised.
- Attend training courses as determined by the Board of Directors.
- Represent the VA on any and all SES consultative groups
- Represent the VA on selected NSW SES Working Groups
- Complete standard template for Regional issues requiring review and follow up to nominated BoD sponsor and VA Member Services and/or Support
- Support and mentor District and Unit Coordinators
- Meet KPIs as determined at tenure
- Coordinate and manage events and activities as directed. Events could include raffle prize handovers, awarding Unit Grants and other local Region activities, etc
- Communicate on a regular basis with the VA District Coordinators ensuring that VA issues are promptly communicated gaining feedback where necessary, as per the VA Area Regulations
- Act responsibly in order to minimise VA’s risk exposure and liabilities.

Key Competencies

These competencies include skills or experience required to fulfil the position and where not currently held by the current incumbent they should be included in the above annual key functions and responsibilities as part of the annual learning and growth training of the incumbent.	Level
Computer literacy – basic knowledge of all contemporary office PC software packages such as Microsoft Word, Excel and PowerPoint.	Medium
Financial Literacy – moderate knowledge of basic financial processes of the Company that relate directly to their role as well as the ability to forecast and balance budgets with the assistance of the Manager Finance.	High
Leadership and mentoring skills – ability to lead and support volunteer team members in key representation roles	High
Written and verbal skills – able to verbally communicate at all levels both externally and internally. Expected to be able to communicate in writing such things as letters, bulletins and emails.	High
Analytical Skills – Must be able to analyse data with current and forward projections plus provide assessment of data if required, offering alternative actions with detailed explanations of alternatives.	Medium



Initiative – Must require minim supervision and understand the requirements of the position.	High
Personal Skills – Must demonstrate a clear understanding of the required interactive skills to achieve the short and long-term goals of the NSW SES VA. Must have the ability to discuss operational issues using the VA chain of command.	High

Key Working Relationships

Board of Directors and fellow Volunteer Council Members
Region Controllers and other RHQ Staff
NSW SES VA staff and contractors
Local/ Unit Controllers and NSW SES VA District and Unit Coordinators within their Area
NSW SES Volunteers

<p>Supervisor TBA: _____</p> <p>Date: ___/___/___</p>	<p>Signed: _____</p>
<p>Incumbent: _____</p> <p>Date: ___/___/___</p>	<p>Signed: _____</p>

<p>Region Controller: _____</p> <p>Date: ___/___/___</p>	<p>Signed: _____</p>
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