



*“Volunteers Supporting Volunteers”*

<b>Position Title:</b>	NSW SES VA District Coordinator	<b>Current Incumbent:</b>	
<b>Reporting to:</b>	NSW SES VA Area Representative	<b>Date:</b>	

### 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 VA District Coordinator. 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 link between the Area Representative and the Unit Coordinators and to be the conduit for the opinions, views, concerns and suggestions of the NSW SES Volunteers at a ground-level response through the VA Chain-of Command.

The NSW SES VA District Coordinator has responsibility for supporting and mentoring Unit Coordinators as well as promoting the objectives and policies of the NSW SES VA. This position may also require you to perform the roles of Unit coordinators in your District that do not have Unit Coordinators

The NSW SES VA District coordinator will be expected to establish a good working relationship with all the Local/Unit SES Controllers located within their VA District. They will also be expected to establish a working relationship with the VA Area Representative, 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 VA Unit Coordinators with administrative functions, support and mentoring
- Assist VA Unit Coordinators in promoting VA membership
- Distribution of particular issues as delegated including all VA communication and gathering feedback from members
- Assist with the recruitment of VA Unit Coordinators in each SES unit within their district
- Required to meet with VA Unit Coordinators on a regular basis to ensure awareness and compliance with VA policies and procedures as well as to provide support- *no face-to-face requirement for these meetings* as per the VA Area Regulations
- Perform the roles of Unit Coordinators for Units in your District that do not have Unit Coordinators
- Provide reports on all respective District and Unit activities and issues for VA Area Representative to present at Volunteer Council meetings as per prescribed deadlines
- Attend training courses as determined by the Board of Directors.
- Seek advice and guidance from VA Member Services & Support for issues raised by individual members outside of their area of expertise
- Act as a point of contact for VA Member Services & Support enquiries
- Meet KPIs as determined at tenure
- Communicate on a regular basis with the VA Unit Coordinators ensuring that VA issues are promptly communicated, 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
<b>Computer literacy</b> – basic knowledge of all contemporary office PC software packages such as Microsoft Word, Excel and PowerPoint.	Medium
<b>Financial Literacy</b> – 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.	Low
<b>Leadership and mentoring skills</b> – ability to lead and support volunteer team members in key representation roles	Medium
<b>Written and verbal skills</b> – 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.	Medium
<b>Analytical Skills</b> – 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
<b>Initiative</b> – Must require minimal supervision and understand the requirements of the position.	Medium
<b>Personal Skills</b> – 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 chain of command.	High



## Key Working Relationships

Area Representative
Region Controllers and other RHQ Staff
NSW SES VA staff and contractors
Region Local/ Unit Controllers and NSW SES VA District Coordinators
NSW SES Volunteers

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

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