

Volunteer Positions

Expressions of Interest

VOTSA recognises and values the contribution volunteers make to the organisation and to the community in general. VOTSA encourages and welcomes volunteers to assist us to provide services to clients, conducting events and functions and the administrative operations of the organisation.

VOTSA is growing and is currently seeking Expressions of Interest for a number of volunteer positions. We provide our services Australia wide and is looking for EOI's from volunteers across Australia.

Many of our positions only require a few hours a month while others as small as few hours year. VOTSA will work with you to provide a flexible working environment including the number of hours you are able to commit and working from home.

If a role is not on the current list, please send us an application anyway letting us know how you think you can help. It will be great to hear from you.

Once we receive your EOI, we will contact you for a preliminary discussion to allow you an opportunity to find out more about the position. Following the discussion we will provide you with a Position Description and any other documentation required to engage you as a volunteer with us.

Our growth is a very exciting time for VOTSA. If you would like to join us and bring your especial skills, life experiences and expertise to support those who seek our services, please let us know.

If you would like to contact us first, please send an email to enquiries@votsa.org.au or phone us on 1800 VOTSA OZ and select option 3.

Please complete your application on our website at <https://www.votsa.org.au/get-involved/volunteering-3>



Positions

Case Managers and Trainee Case Managers

Our Case Managers provide case management and support services to individuals who seek our assistance. We welcome expression of interests from those with Training Information Program (TIP) and Advocacy Development and Training Program (ADTP) qualifications as a Welfare and Compensation Advocate. TIP applicants will be required to undertake Recognised Prior Learning (RPL) qualifications with ADTP.

If you have qualifications in Social Work or a relevant field, VOTSA will provide mentorship for you to gain the advocacy qualifications. VOTSA also has a number of vacancies for Trainee Case Managers who have a passion to assist us in our work and would like to gain the qualifications.

Event Volunteers

VOTSA holds a number of fundraising and community awareness events throughout the year. We are currently looking for volunteers to provide assistance in the following:

- Setting up event facilities
- Assisting with Bump in and Bump out
- Traffic Coordination
- On the day Event Registrations
- Merchandise Sales
- Event Roustabout
- Raffle Sales
- Donation collections

Volunteer Coordinator

The volunteer coordinator plays a vital role in the management and ongoing support of our volunteers. A key element of the role of the coordinator is to match skills, experiences and expectations of volunteers and to assigning volunteers to our projects. The typical tasks of the coordinator are:

- Receiving applications for volunteering.
- Maintaining the Volunteer Register.
- Induction and other training coordination.

Volunteer Induction Trainers

VOTSA believes induction and development training of our volunteers provides a key role to building expertise and promoting volunteer involvement in our work.

Induction and development training programs are essential to ensuring that volunteers know how to perform their roles and what is expected of them as volunteers and our obligations to them.

We are seeking trainers to develop and deliver training packages, including handbooks and guides, for our volunteers. As our volunteers are Australia wide, online and tele training will form the majority of training delivery.

Administration Volunteers

Can you develop templates in Word and Excel? We are looking for someone who can set up our templates for easy use including fillable forms.

Do you have administrative skills and experience you think can help us run the organisation? If so please send us an application letting us know.

Grants Coordinator

If you have experience in writing grants and researching for grants we would love to hear from you. This is an exciting new opportunity for a motivated Grants Coordinator to use their skill and experience to identify and develop funding proposals to secure revenue for VOTSA. The revenue the coordinator generates will fund our work enabling us to continue to provide our services.

Policy Review and Development Coordinator

The PRDC is responsible for ensuring the development and review of VOTSA policies and procedures to ensure they remain relevant and up to date. This position would suit an individual who has policy and procedure development experience.

Website Administrator

The VOTSA website is an existing Joomla website. The website administrator is responsible to monitor and improve website performance, security and maintenance, install, update and configure components and plugins, SEO management and optimisation (including tools and analytics), and provide technical assistance to users such as the Website Content Manager. The administrator will also be responsible for optimising the template layout and features for both functionality and visual appeal.

Ideally you will have tertiary qualifications in web design and at least 2 years of experience in web design and development. Advanced knowledge of CMS, HTML and CSS, JavaScript/JQUERY and PHP/MySQL. You will also have high level skills in Photoshop or similar and excellent written and verbal communication skills, analytic and problem solving skills.

Website Content Manager

The Web Content Manager is responsible for managing and performing website editorial activities including gathering and researching information that enhances the value of the website and provides a major source for information.

You will possess strong attention to detail and produce high quality feature style articles and newsletters.

Our website is a Joomla site and experience in producing content in a CMS environment will be highly regarded.

