

Pint of Science Australia is run entirely by volunteers. All roles in the organisation are unpaid.

Volunteer Lifecycle Project Officer

Purpose of the Role:

The purpose of the Volunteer Lifecycle Project Officer is to support the effective recruitment, engagement, retention, and off-boarding of volunteers in the organisation. The Volunteer Lifecycle Project Officer will play a vital role in managing and enhancing the volunteer experience, ensuring our volunteers are motivated, committed, and valued contributors.

Position in the Organisation:

Reporting to the Director of Strategy and Policy with dotted line reporting through to the Director of Operations, the Volunteer Lifecycle Project Officer works collaboratively with both Directors and other members of the National team to develop and implement strategies that enhance volunteer engagement and satisfaction. The Volunteer Lifecycle Project Officer is expected to attend monthly meetings with their Directors and ad-hoc meetings as necessary.

Key Responsibilities:

- Develop and implement initiatives to:
 - attract and recruit volunteers aligned with the organisation's mission and values, including an effective onboarding process to welcome and integrate new volunteers seamlessly.
 - recognise, reward, and retain volunteers, ensuring a positive and fulfilling experience.
 - offboard volunteers in a timely and respectful manner, collecting feedback on their volunteering experience.
- Regularly evaluate and report on the volunteer experience, employing appropriate tools and methods.
- Demonstrate clear communication, integrity, and accountability, to contribute to a supportive, inclusive, trusting and collaborative team culture.

Expected time commitment:

3 to 5 hours per week, some of which will need to be during normal working hours.

Term:

This position is being filled for one Pint of Science Australia season, until July 2024. This Term may be extended upon mutual agreement between the incumbent and the Pint AU supervisors.

Key Selection Criteria:

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- Experience in human resources or volunteer coordination, with a focus on fostering strong volunteer engagement and retention.
- Strong interpersonal and communication skills to effectively interact with diverse volunteers and build enduring relationships.
- Strong organisational abilities, including the capacity to plan, implement, and evaluate volunteer programs and initiatives successfully.

Desired Skills:

- Knowledge of science engagement and a passion for promoting scientific literacy.
- Experience working in a not-for-profit or community-based organization.
- Familiarity with online tools and platforms for volunteer management and collaboration.

Application process:

If you feel you meet the requirements of the role, please apply by sending through your CV and a covering letter addressing the key selection criteria to partnerships@pintofscience.com.au.