

POSITION TITLE:	Village Leader Volunteer		
LOCATION:	As agreed		
STATUS OF APPOINTMENT:	Volunteer	ACTIVITY DAYS:	Weekdays as agreed
DATE	15 January 2024		
REVIEW	January 2026		

PURPOSE

This volunteer role assists in providing a regular peer support group meeting (Village) in a specific location within South Australia, generally in the locality of the designated Grandcarers SA Village. The volunteer will assist Grandcarers SA to make any necessary local arrangements for a (generally) monthly meeting including a meeting room, refreshments and any other appropriate meeting requirements.

The volunteer will act as the lead for these meetings, facilitating discussion and providing feedback and a meeting report to Grandcarers SA.

KEY ACTIVITY AREAS

Key Activity	Tasks
Village Program and Customer Focus	<ul style="list-style-type: none"> • Support providing a professional, welcoming and friendly service that fosters good relationships • Assist with the promotion, preparation and delivery of Grandcarers SA village meetings • Guide meeting members towards healthy and purposeful discussions that may help them address issues and make supportive and safe discussions.
Administration	<ul style="list-style-type: none"> • Maintain records of participant attendance, notable incidents, themes of discussions, actions to be fulfilled. • Participate in Grandcarers SA team meetings (Virtual meeting facilities are available)
Marketing	Where appropriate, assist with promotion of, and community engagement with, Grandcarers SA village meetings
WHS	Ensure a safe and healthy working environment is provided through observation of the meeting room/place WHS requirements.
Communication	Maintain communication with Grandcarers SA management and act as a connection between Village participants and Grandcarers SA.

VOLUNTEERING CONDITIONS

All Grandcarers SA volunteers must observe all lawful directions and abide by the Grandcarers SA Code of Conduct, Volunteer Agreements and Grandcarers SA Policies and Procedures.

VOLUNTEERING TIME COMMITMENT

Days required – As agreed to support the delivery of Village Meetings

Times – As agreed

Maximum time per week: 2 hours per week.

REPORTING RELATIONSHIPS

This role is under the supervision of the Grandcarers SA Operations Coordinator

WORKING RELATIONSHIPS

The Volunteer may connect with the Grandcarers SA team, local stakeholders, agencies and suppliers.

PUBLIC OR MEDIA COMMENTS

Unless approved by the CEO of Grandcarers SA, volunteers are not permitted to:

1. make public, media, or social media comments on behalf of Grandcarers SA
2. speak with funding bodies and government departments on any financial, legal and policy matters pertaining to the organisation.

SPECIAL CONDITIONS

1. All Grandcarers SA volunteer and employee positions are required to have a current DHS Working With Children Check (WWCC). During any period where a volunteer is not subject of a current WWCC, the volunteer may be removed from appropriate tasks until a current WWCC is obtained.
2. Where training is deemed as Mandatory by the Chief Executive Officer, a volunteer may be removed from appropriate tasks until the required training is completed.
3. Where the incumbent identifies a conflict of interest with another paid or unpaid role held by them, the Chief Executive Officer of Grandcarers SA must be advised as soon as reasonably practicable.

EDUCATION/QUALIFICATIONS

Essential:

DHS Working with Children Check

Desirable but not essential:

Education, social work or counselling qualifications

SKILLS AND ABILITIES

Essential:

Good communication and interpersonal skills, particularly in a group setting.

Good organisational ability

Ability to be non-judgemental, and to relate & work with people from a diverse range of backgrounds.

Competent use of email and other forms of electronic communication

Ability and willingness to work as an individual and as part of a team

Ability to follow policies and procedures and be committed to maintaining confidentiality of records

Willingness to participate in professional development and training as required.

Desirable but not essential:

Lived experience as a grandparent/kinship carer or relatable experience as a volunteer or employee.

VALUES

All Grandcarers SA team members are expected to model, encourage and demonstrate behaviours consistent with our values.

Our values are:

- Empathy
- Respect
- Commitment
- Collaboration
- Empowerment
- Honesty

Our Diversity and Inclusion Values are:

- Diversity
- Equity
- Inclusion
- Cultural Competence
- Non-discrimination

A description of these values is included in the Values Statements document provided at Induction and on the Grandcarers SA website at: <https://grandcarers.au/about/#values>

ACCEPTED	
Volunteer Name:	
Signature:	
Operations Coordinator name	
Signature:	
Date:	