

VOLUNTEER REGIONAL MANAGER

POSITION DESCRIPTION

Regional managers establish, grow and manage ethics programs at schools across their region. They do this primarily by recruiting and supporting ethics coordinators who are each responsible for coordinating ethics classes at the school level. In schools where an ethics coordinator is yet to be appointed, regional managers also liaise with schools to establish new programs and recruit ethics teachers. Regional managers may also undertake promotional activity to increase awareness of Primary Ethics in their region.

Hours: an average of 5 - 10 hours per week during school term with some work during school holidays. There may be peaks in the workload upon commencement, when filling in for ethics coordinators at the beginning of the year when setting up classes and at any time when recruiting and inducting new ethics teachers and coordinators. We ask that you commit to volunteer for at least one year to ensure continuity for the schools and volunteers in your region.

Location: Mostly working from home, although occasional visits to local schools to meet with school staff and the parent community may be required. Local appointments to interview prospective volunteers are also part of the job, and keeping in touch with volunteers in your area with an occasional social event helps to build a strong team of volunteers.

Role and responsibilities

1. Build and oversee a team of volunteer ethics coordinators and ethics teachers in your region. This may involve:
 - Sourcing, interviewing, recruiting and approving volunteers from the parent and broader community
 - Supporting new volunteers through induction
 - Assisting volunteers to keep their compliance up-to-date (eg encouraging your team to complete annual child protection awareness course)
 - Arranging occasional 'catch-up' social events
 - Writing and sending email communications or updates to volunteers (eg once per term)
 - Ensuring the integrity of our volunteer records by periodically reviewing the number of active volunteers in your region and making sure the records are accurate and up to date
2. Develop and implement strategies to raise awareness about volunteering in order to meet demand for ethics classes in the region, eg:
 - Speaking at events or P&C meetings
 - Contacting local media to arrange a story and liaising with the communications manager about other promotional activities
 - Coordinating stalls at local festivals or shopping centres
 - Responding to requests to establish Primary Ethics in new schools

3. Establish a collaborative relationship with school staff in instances where an ethics coordinator is yet to be appointed to ensure smooth running of an ethics program, including:
 - Planning communications to ensure the school community is informed about the availability of ethics classes and the need for volunteers
 - Working with school staff to set up classes and enrolments
 - Acting as a point of contact between school staff and ethics teachers
 - Assisting ethics teachers with any issues that arise, eg classroom space or behaviour management, by liaising with the school and/or getting assistance from your Primary Ethics manager or Classroom Support Team

4. Understand and apply Primary Ethics and Department of Education policies to ensure the safety of children and the quality of the program. This includes:
 - Reading all communications from Primary Ethics (such as monthly volunteer bulletin emails) and keeping abreast of policy developments
 - Actively encouraging your volunteers and school staff (if required) to be aware of and adhere to these
 - Participating in yearly class and waitlist data project as required
 - Communicating with your Primary Ethics manager if you have any questions or concerns

What's required?

This role will suit you if you have good organisational and administrative skills, are a confident computer user and enjoy meeting new people and inspiring others to volunteer.

To apply for a volunteer position with Primary Ethics you will need to be an Australian citizen or permanent resident.

Support and management

Primary Ethics will provide you with online training and access to resources. As a regional manager you will report to one of our volunteering managers (north or south), who can answer your questions and offer guidance. Volunteering managers are based, along with a small team of other supportive staff, in our Sydney office. Contact the office between 9am-5pm, 5 days a week for assistance on (02) 8068 7752.

Selection Criteria

In determining your suitability for the role, Primary Ethics will consider:

- How well you are able to meet the responsibilities and requirements for the role
- Your willingness to adhere to program requirements to ensure class quality and child protection
- Your availability for the duration and frequency required by the role
- Any matters which may impact the integrity of Primary Ethics' program or its reputation
- Your commitment to helping children develop a lifelong capacity for ethical reflection & critical thinking

Please note, all applicants are required to obtain a Working with Children Check and submit a criminal history check. Applicants with a criminal history involving minors, violence, sexual assault/indecency, fraud or serious drug related matters are not eligible for a volunteering role with Primary Ethics.

For further information on this role, please contact the Primary Ethics office on (02) 8068 7752 or email info@primaryethics.com.au. To apply, visit primaryethics.com.au/volunteer.