

# Executive Director

## Overview

The Executive Director (equivalent to Club President) is responsible for building and managing the Engage leadership team and guiding the overall growth of the organisation. They will facilitate group discussions with the leadership team to identify the organisation's priorities for each year and guiding the team towards achieving those goals. They are also responsible for leading recruitment of the leadership team and supporting team members where required for outward-facing communications (e.g. fundraising, supporting the Outreach Partner liaison to develop new partnerships).

## Core Responsibilities

Core responsibilities are the key items to which the person holding this role will be held accountable for delivering. Other, secondary responsibilities may arise from time to time.

- Establish yearly (or semesterly) priorities with leadership team
- Provide oversight to guide team towards achieving priorities
- Lead recruitment of leadership team
- Support the development of the leadership team

## Core Tasks

Core tasks are the duties that the person holding this role should expect to complete on an ongoing basis. These are not all the tasks that may be required from this role. The time in brackets represent the expected weekly workload; the role is estimated to require a commitment of 4-6hrs a week.

- Meetings e.g. team meeting, one-one-one meetings with team members, etc.(1-2hr)
- Project-specific work e.g. progress tracking, leadership team recruitment, project, prioritisation, etc.(1-2hr)
- Communication and admin e.g. responding to emails, communicating with others on the team, updating records of volunteers, etc. (1-2hr)

## Who are we looking for?

The person filling this role would ideally have:

- A strong passion for the work of Engage, wanting to see inequality in education (especially among regional Australian students) addressed
- Willing to learn how to support the development of their leadership team
- Able to prioritise projects and be accountable for their delivery
- Be willing and able to put 4-6hrs a week volunteering, including exam periods

## Interested in the position?

If this sounds like you, email us at [welcome.engage@gmail.com](mailto:welcome.engage@gmail.com) and let us know the following:

- How did you hear about Engage?
- What position are you interested in and why do you want the role? i.e. What attracts you to Engage and to this position?
- Why do we want you? i.e. What you bring to the team and to the role, what relevant experience do you have?

# Outreach Partner Liaison

## Overview

The Outreach Partner Liaison maintains relationships with clubs and organisations with whom Engage partners with to run outreach programs. They are responsible for communicating with these partners to coordinate outreach ventures or events.

## Core Responsibilities

Core responsibilities are the key items to which the person holding this role will be held accountable for delivering. Other, secondary responsibilities may arise from time to time.

- Representing Engage to partnership organisations
- Maintaining strong relationships with partner organisations through an organised and professional approach to communication
- Communicating with partner organisations to organise outreach initiatives or events

## Core Tasks

Core tasks are the duties that the person holding this role should expect to complete on an ongoing basis. These are not all the tasks that may be required from this role. The time in brackets represent the expected weekly workload; the role is estimated to require a commitment of 3-5hrs a week.

- Meeting/reporting to team e.g. team meeting, documenting team progress, etc. (1hr)
- Communication with outreach partner organisations e.g. booking equipment from partners, organising training facilitators with partners, organising and maintaining MOUs with partners (1hr)
- Communication and admin e.g. responding to emails, communicating with others on the team, etc. (1hr)

## Who are we looking for?

The person filling this role would ideally have:

- A strong passion for the work of Engage, wanting to see inequality in education (especially among regional Australian students) addressed
- Willing to learn how to support the development of their leadership team
- Able to prioritise projects and be accountable for their delivery
- Be willing and able to put 4-6hrs a week volunteering, including exam periods

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- How did you hear about Engage?
- What position are you interested in and why do you want the role? i.e. What attracts you to Engage and to this position?

- Why do we want you? i.e. What you bring to the team and to the role, what relevant experience do you have?

# Schools Coordinator

## Overview

The Schools Coordinator maintains relationships with regional schools in whom Engage runs outreach programs. They are responsible for communicating with these schools to coordinate trips.

## Core Responsibilities

Core responsibilities are the key items to which the person holding this role will be held accountable for delivering. Other, secondary responsibilities may arise from time to time.

- Representing Engage to schools, maintaining strong relationships with schools through an organised and professional approach to communication
- Searching for new schools to reach out to and responding to school requests
- Communicating with schools to organise outreach initiatives or events

## Core Tasks

Core tasks are the duties that the person holding this role should expect to complete on an ongoing basis. These are not all the tasks that may be required from this role. The time in brackets represent the expected weekly workload; the role is estimated to require a commitment of 3-5hrs a week.

- Meeting/reporting to team e.g. team meeting, documenting team progress, etc. (1hr)
- Communication with schools e.g. calling schools, organising trip schedules based on school timeslots, responding to enquiries from schools (2hr)
- Communication and admin e.g. responding to emails, communicating with others on the team, etc. (1hr)

## Who are we looking for?

The person filling this role would ideally have:

- A strong passion for the work of Engage, wanting to see inequality in education addressed
- Be organised, reliable, and professional, especially in both phone and email communications
- Strong interpersonal skills
- Be willing and able to put 3-5hrs a week volunteering, including exam periods

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- What position are you interested in and why do you want the role? i.e. What attracts you to Engage and to this position?

- Why do we want you? i.e. What you bring to the team and to the role, what relevant experience do you have?

# Volunteer Coordinator – Training

## Overview

The Volunteer Coordinator – Training develops skills and community in the volunteer base. They are responsible for ensuring volunteers have all the skills they need to run workshops by training opportunities for volunteers, run by Engage members, Outreach Partners, and other external parties. They keep careful track of which volunteers are ready to go on trips to ensure the quality of Engage's service to schools. They are also in charge of running social or community-building activities.

## Core Responsibilities

Core responsibilities are the key items to which the person holding this role will be held accountable for delivering. Other, secondary responsibilities may arise from time to time.

- Organise and run Training Workshops to make sure our volunteers are confident in delivering School Workshops
- Organising regular supplementary Training Workshops for volunteers
- Keeping traceable records of volunteer training and documentation, and ensuring all volunteers who represent Engage at activities fulfil all requirements
- Innovate and develop new workshops that Engage can offer to schools

## Core Tasks

Core tasks are the duties that the person holding this role should expect to complete on an ongoing basis. These are not all the tasks that may be required from this role. The time in brackets represent the expected weekly workload; the role is estimated to require a commitment of 3-5hrs a week.

- Meeting/reporting to team e.g. team meeting, documenting team progress, etc. (1hr)
- Management of volunteers and organisation of training e.g. preparing and reviewing curriculum, organising training activities for volunteers (2hr)
- Communication and admin e.g. responding to emails, communicating with others on the team, updating records of volunteers, etc. (1hr)

## Who are we looking for?

The person filling this role would ideally have:

- A strong passion for the work of Engage, wanting to see inequality in education addressed
- Hold high standards and the ability to motivate others to adhere to these standards
- Teaching experience
- People-focussed, an advocate for volunteers
- Be willing and able to put 3-5hrs a week volunteering, including exam periods

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- Why do we want you? i.e. What you bring to the team and to the role, what relevant experience do you have?

# Volunteer Coordinator - Trips

## Overview

The Volunteer Coordinator – Trips builds and manages the volunteer base. They are responsible for recruiting volunteers, then organising the volunteers for trips. As part of this, they will i) recruit and onboard new volunteers, ii) advertise trip opportunities to all current Engage volunteers, and iii) prepare volunteers for trips by preparing itineraries and meeting with each trip team to make final trip preparations. They also manage feedback surveys.

## Core Responsibilities

Core responsibilities are the key items to which the person holding this role will be held accountable for delivering. Other, secondary responsibilities may arise from time to time.

- Recruiting volunteers and managing the volunteer database
- Organising volunteers to go on trips
- Planning and approving volunteer teams for trips
- Seeking volunteer feedback and using this to improve the experience for volunteers

## Core Tasks

Core tasks are the duties that the person holding this role should expect to complete on an ongoing basis. These are not all the tasks that may be required from this role. The time in brackets represent the expected weekly workload; the role is estimated to require a commitment of 3-5hrs a week.

- Executive team meetings and prep e.g. team meeting, documenting team progress, etc. (1hr)
- Management of volunteers e.g. advertising trips to volunteers, organising volunteer teams for trips, leading planning meetings with volunteers, updating records of volunteers, etc. (2hr)
- Communication and admin e.g. responding to emails, communicating with others on the team, etc. (1hr)

## Who are we looking for?

The person filling this role would ideally have:

- A strong passion for the work of Engage, wanting to see inequality in education addressed
- Excellent attention to detail
- An interest in planning logistics and making sure things run smoothly
- Be willing and able to put 3-5hrs a week volunteering, including exam periods

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- Why do we want you? i.e. What you bring to the team and to the role, what relevant experience do you have?

# Workshop Development Coordinator

## Overview

The Workshop Development Coordinator designs new workshops that we can offer to schools, and improves existing workshops where necessary. They are responsible for thinking of new workshop ideas, then turning these ideas into real workshops that can be offered to the schools that we visit. As part of this, they will i) think of workshop ideas, ii) design the workshop, iii) work with the Training Coordinator to demonstrate the new workshop to volunteers, and iv) process feedback from schools to improve both new and old workshops.

## Core Responsibilities

Core responsibilities are the key items to which the person holding this role will be held accountable for delivering. Other, secondary responsibilities may arise from time to time.

- Generating new workshop ideas
- Designing new workshops
- Developing a training workshop so that we can teach the new workshop to our volunteers
- Improve new and existing workshops

## Core Tasks

Core tasks are the duties that the person holding this role should expect to complete on an ongoing basis. These are not all the tasks that may be required from this role. The time in brackets represent the expected weekly workload; the role is estimated to require a commitment of 3-5hrs a week.

- Executive team meetings and prep e.g. team meeting, documenting team progress, etc. (1hr)
- Workshop design and improvement e.g. brainstorm workshop ideas, draft and finalise workshop plans, seek feedback and improve existing workshops (2hr)
- Communication and admin e.g. responding to emails, communicating with others on the team, etc. (1hr)

## Who are we looking for?

The person filling this role would ideally have:

- A strong passion for the work of Engage, wanting to see inequality in education addressed
- Teaching experience
- A strong interest in developing new educational content
- Be willing and able to put 3-5hrs a week volunteering, including exam periods

## Interested in the position?

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