

Refugees as Survivors New Zealand

Volunteer Coordinator

Refugees as Survivors New Zealand (RASNZ) is a not for profit charitable trust committed to providing high quality, culturally appropriate mental health and wellbeing services to people from a refugee background. Our programmes prioritise the provision of:

- Mental health services for all incoming UN quota at the Mangere Refugee Resettlement Centre
- Community mental health services for people from refugee backgrounds living in Auckland
- Youth Services to support young people from refugee backgrounds to fully participate in and contribute to an inclusive New Zealand society
- National training and capacity-building to support organizations working with people from refugee backgrounds to provide culturally appropriate services
- Research and Evaluation to support the development of culturally appropriate policies and service delivery

Position Description

Position:	Volunteer Coordinator Sole charge role, no direct reports Member of the Fundraising & Communications Team
Reports to (role):	Fundraising & Communications Manager
Location:	Mangere/Onehunga
Role purpose:	Assist the Fundraising & Communications Manager in developing an integrated volunteer strategy that aligns with the overall Refugees as Survivors New Zealand (RASNZ) strategy. Implement the strategy to: <ul style="list-style-type: none"> • Increase the number of individuals and groups volunteering for RASNZ • Ensure that new and existing volunteers are managed effectively and utilised in ways that is both helpful to RASNZ and meaningful for the volunteers • Develop a dedicated corporate volunteering programme • Identify ways to convert volunteers into RASNZ advocates and/or financial donors • Help create and manage events to raise awareness, funds and celebrate the people we support
Key responsibilities:	Managing volunteers <ul style="list-style-type: none"> • Respond efficiently and effectively to new volunteer enquiries

	<ul style="list-style-type: none"> • Distribute and receive volunteer application and police vetting forms to every potential volunteer • Ensure that existing volunteers are utilised, supported and thanked for their valuable contribution; this includes taking advantage of photo and social media opportunities as well as more formal acknowledgement • Communicate across RASNZ teams to identify new volunteer opportunities <p>Develop a corporate volunteering programme</p> <ul style="list-style-type: none"> • Work with the Fundraising & Communications Manager to develop a dedicated corporate/group volunteering programme <p>Help to organise events</p> <ul style="list-style-type: none"> • Work with the Fundraising & Communications Manager to organise fundraising events for RASNZ
Key relationships:	<ul style="list-style-type: none"> • Fundraising & Communications Manager • New and existing RASNZ volunteers • RASNZ Leadership Team • Corporate volunteering coordinators
Health & Safety	<ul style="list-style-type: none"> • Undertake all work in a safe manner and follow all workplace health and safety procedures. • Accurately report incidents and accidents to manager or workplace H&S representative/co-ordinator as soon as possible
Key experience and competencies	<ul style="list-style-type: none"> • Experience with coordinating volunteers • Exceptional communication skills – listening, verbal, written • Committed to the mission and vision of RASNZ and the concept of social inclusion • Excellent interpersonal and relationship building skills • Ability to build and maintain positive relationships with refugee communities, individual volunteers and corporate groups • Excellent IT skills • Excellent organisational skills including time management and the ability to work under pressure • Event planning experience preferred but not required
Attributes/behaviours	<ul style="list-style-type: none"> • Honesty and integrity • Outgoing, positive attitude • Proactive and collaborative working style with the ability to work autonomously or as part of a team • Able to work with a diverse array of people and build effective relationships • Ability to multi-task

	<ul style="list-style-type: none">• Results driven
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