

National Volunteer Manager

Position Description

Classification	Volunteer	Duration	Ongoing or min. 12 months
Location	Online	Time Commitment	2-6 hours per week; may be greater at peak times
Reports To	Director of H.R.	Applications Close	Applications now open

Who We Are

The Animal Justice Party was formed in response to a growing number of voters who feel strongly that much more needs to be done through the Australian parliamentary system to assist in the wellbeing of animals. With thousands of members across Australia, elected MPs in the New South Wales and Victorian Parliaments and Local Government Councillors in Victoria and NSW, the Animal Justice Party is part of a rapidly growing international movement. Our vision is a planet on which animals are treated with respect, dignity and kindness, where they are able to flourish in their respective environments, and where their unique needs and capabilities are recognised and their interests protected.

Position Overview

The AJP relies heavily on volunteers across the country. As the National Volunteer Manager for the Animal Justice Party you will play a critical role in managing our volunteer membership base and developing strategies and processes for recruiting and retaining volunteers; allowing the Party to grow its work during and between election periods.

Responsibilities

In this role you will report to the Director with the Director of H.R. to:

- Develop and implement a long term volunteer management strategy;
- Collaborate with State Branches and Regional Groups to develop and implement innovative strategies to recruit and retain volunteers, and coordinate effective end-to-end volunteer recruitment processes.
- Establish and lead a support team of volunteer managers;
- Collaborate with lead volunteers to identify current volunteer role opportunities, and liaise with the National H.R. Manager to develop volunteer role descriptions;
- Maintain accurate records of volunteers;
- Work with the National Marketing Manager to develop and implement a communication strategy for engaging regularly with established volunteers;
- Work with the National Training Manager and National H.R. Manager to ensure volunteers have access to necessary training, orientation and documentation; and
- Assist with the development of relevant policies and procedures regarding the management and coordination of volunteers.

Selection Criteria

To underpin your role within the Animal Justice Party you will:

- Be dedicated to ending animal cruelty;
- Obtain sound knowledge and understanding of the Animal Justice Party; and
- Demonstrate commitment to the Animal Justice Party policies, positions and values.

Our values are Kindness | Equality | Kindness | Rationality

This role is only open to financial Members of the Animal Justice Party. In addition to this, the applicant must have:

- A passion for volunteering and enhancing the volunteer journey;
- Experience managing volunteers or working within volunteer-based organisations;
- Well-established communication skills with the ability to positively influence a range of people toward a common goal; and
- The ability to adeptly manage risk in a timely manner including addressing interpersonal conflict and referring/escalating matters to the appropriate Board member where required.

Desired experience:

- Experience leading and working with a diverse team, including the provision of training and support.
- Experience working or volunteering within a political party.

A Selection Panel will interview selected applicants and make a recommendation for appointment of the successful applicant to the Board of Directors.

Equal Opportunity Employer – The Animal Justice Party is an equal opportunity organisation, which means we strongly encourage any interested and qualified people to apply – we do not discriminate on the basis of sex, age, race, religion, sexual orientation, gender identity or disability.

Conditions

All Animal Justice Party volunteers are expected to sign a Confidentiality Agreement, a Code of Conduct Agreement, and a Volunteer Agreement.

All National Managers must also provide or obtain a National Police Certificate or Working With Children Check (fees will be reimbursed).

How to Apply

To express your interest in this role, please send your CV and a covering letter addressing the Selection Criteria to secretary@animaljusticeparty.org.

Please feel welcome to contact us with any queries about this position.