

Australian Volunteers Program Alumni Representative Position Description

1. Role Overview

The Australian Volunteers Program Alumni includes returned volunteers and completed remote volunteers from all previous Australian Government-funded skilled volunteering programs (e.g., AVID, AYAD, ABV, ARC and AVA).

Alumni Representatives voluntarily lead networking events across Australia, support program advocacy and help to engage past volunteers in Alumni and program activities. This approach is key to the success of delivering an engaging and relevant program and helping to achieve the Alumni objectives as identified in the Australian Volunteers Program Alumni Strategy 2022 - 2027:

- To support past volunteers to advocate for the program and increase awareness and appreciation of the value of volunteering.
- To provide past volunteers opportunities to increase cultural awareness and maintain connections across countries.
- To provide professional and personal development opportunities to Alumni members.

This volunteer role is supported by the Alumni Manager and Alumni Coordinator. Becoming an Alumni Representative is also an opportunity to expand your experience in the areas of events management and communications, engage with Australian Aid stakeholders and to support your fellow alumni to stay connected with each other and the Australian Volunteers Program through innovative events and activities.

2. Skills and criteria

This volunteer role is all about community building, networking, and communication. To become an Alumni Representative, the following requirements must be met:

- Have completed an Australian Government funded volunteer assignment (in-country and/or remote) Be self-motivated to promote Alumni, the program and form connections with program alumni
- Have positive volunteer conduct records
- Interested to learn about event management and communication
- Able to use Facebook and Microsoft Outlook effectively to promote events and program news and information (other events management tools such as Eventbrite and Zoom are an advantage)
- Able to commit to the time, activity and communications requirements detailed in section 3 below for a minimum period of 12 months.

3. Key Objectives and Activities

The key objectives for the Alumni Representative team are to:

1. Organise, promote, and lead engaging networking events and activities online and in person
2. Participate in Australian Volunteers Program and Alumni activities and initiatives.
3. Help to grow and strengthen an engaged Alumni community and maintain connections among alumni.
4. Support Alumni Manager and Alumni Coordinator to raise awareness of the program, volunteering and creating value for alumni

Below are the activities and events that are a requirement of the role:

1. Alumni events

Minimum of 6 events over 12 months (required)

Each Alumni Representative team is required to deliver at least six Alumni events (online or in person) in their state/territory throughout the year (1 activity every two months).

The events will have to focus on one of the following focus areas:

- value volunteering
- cultural awareness and connection
- personal and professional development

The Australian Volunteers Program Alumni Facebook group must be used by Alumni Representatives to promote these events. There is a dedicated budget that Alumni Representatives can access for their events following a simple proposal and reporting process.

2. Alumni Representative workshops

2-day weekend workshop, twice a year with options to join online or in-person (required)

Attendance at the Alumni Representative Workshops is a requirement of being an Alumni Representative. There are two workshops per year with options of joining online or in-person (airfares, accommodation, most meals, and transfers are fully supported).

The aim of the workshops is to provide the necessary training, planning and information to enable Alumni Representatives to achieve all key objectives and to get to know each other and the program team. The workshops are also an opportunity for the program to benefit from feedback and insights from Alumni Representatives to continuously strengthening and innovate the Alumni and program activities.

3. Alumni Facebook and LinkedIn groups

Approximately 1 hour a week (required)

Alumni Representatives are expected to lead and encourage online engagement from alumni members in the Australian Volunteers Program Alumni Facebook and LinkedIn groups by posting content, starting discussions, sharing information, and commenting on other posts.

4. Communication

Approximately 2 hour a week (required)

- Attend Alumni Representatives bi-monthly meetings, outside work hours (online)
- Act as the main point of contact for Alumni in each state/territory
- Manage the state/territory's mailbox (Outlook)

5. Other Commitments

Participation is encouraged but optional

- There will be opportunities for Alumni Representatives to support and participate in more formal Australian Volunteers Program events.
- Support recruitment of new Alumni Representatives by advising prospective alumni and promote the recruitment communications.
- Alumni Representatives may be asked to participate in program promotional events, media activities, focus groups and pilot studies

4. Working Relationships and Support

The main point of contact and support for this role will be provided by the Alumni Manager and Alumni Coordinator. The following support will be provided by the Alumni team and the program:

- Helping to plan and promote Alumni events and activities

- Support and give guidance around communicating with and delivering successful events
- Maintaining the Alumni contact database
- Sending direct emails to alumni mailing lists such as newsletters and event invitations
- Promoting the Alumni Representative role and the contribution made by Alumni Representatives within the program, DFAT and to relevant external stakeholders
- Managing the Alumni events budget
- Identifying other opportunities for Alumni Representatives (e.g., focus groups, training and development activities, local and federal government engagement opportunities)
- Coaching in communications, event management, and online communications/social media skills