

Australian Volunteers Program Post Assignment Workshop Alumni Facilitator Position Description

Role Overview

Post assignment workshops have been a key part of the volunteer journey for many years. These workshops have taken on many names and forms. As the Australian Volunteers Program has recently added new volunteer modalities including Remote volunteering and Hybrid Volunteering, we have renamed and refreshed the workshop to 'Post Assignment Workshop'. The workshop has been reviewed and reshaped through a collaboration between Australian Volunteer Program alumni and staff.

The general structure of the Post Assignment Workshop is divided between program-related sessions and sessions focused on volunteers' personal experiences and plans. Your role as an Alumni Facilitator at this workshop is focused on enabling conversations and sharing by participants.

This volunteer role is supported by the Volunteer Support Lead, Alumni Manager and Alumni Coordinator. Becoming an Alumni Facilitator is also an opportunity to expand your experience in the areas of workshop and training facilitation, communications. You will also engage and support your fellow recent alumni by helping them to connect with each other and the Australian Volunteers Program.

More details on structure and content of the workshop are available in the Facilitator Guide.

Essential Skills and criteria

To become an Alumni Facilitator, you will:

- Have completed an Australian Government funded volunteer assignment since 2012 (in-country/remote/hybrid)
- Demonstrated respectful behaviours while on volunteer assignment
- Experience in group facilitation, managing group dynamic and interactive and participatory learning environment
- Have good general understanding and supportive of on locally led development
- Have clear and effective communication and able to actively listen to participants and encourage open dialogue
- Have cross-cultural competence to navigate diverse backgrounds, perspectives, experiences. An ability to understand cultural nuances and create inclusive environment for discussions.
- Have good flexibility and adaptability to changing circumstances, challenges and diverse participant views.
- Consistently communicate respectfully and encourage respectful dialogue between participants.
- Be able to demonstrate empathy and supportive attitude to create safe space for participants to share their unique experiences and emotional and practical challenges.

Desirable Skills

- Past attendance at a Post Assignment Workshop (or previous versions of the workshop)

- Have completed an Australian Government funded volunteer assignment (in-country/remote/hybrid) within the last 5 years
-

Key Objectives and Activities

Post Assignment Workshop will be held bi-monthly in various locations in Australia. We also offer online workshops for people who cannot attend in-person workshops. You will be invited to support the Australia Volunteers Program staff in delivering these workshops in your state/territory or online.

Your role as a Facilitator at a post assignment workshop is focused on enabling conversations and sharing by participants. This includes establishing group rules, sharing your personal story briefly to invite conversation, taking notes and providing brief conclusion, and managing time.

The activities involved in this role include:

- Attendance at 1 online Facilitator training led by the Australian Volunteers Program prior to involvement at the workshop
- Availability to attend at least 1 in-person workshop and 1 online workshop per year.
- Each workshop consists of a full day (8 hours), which includes participation in a short post-workshop debrief
- Attendance at a post-workshop social gathering is encouraged

All efforts will be made to provide all facilitators with opportunities to participate in at least one workshop every 12 months. However, circumstances might mean this is not always possible.

All facilitators will be required to confirm their availability to attend planned workshop dates every 6 months.

Support

The main point of contact and support for this role will be provided by Volunteer Support Lead. The following support will be provided:

- Facilitator training led by the Australian Volunteers Program prior to involvement at the workshop
- Support and give guidance around communicating and group facilitation
- Facilitator Guidebook will be provided prior to the workshop
- One-off payment of \$200 allowance to recognise your contribution, and reimbursement for transport to and from the workshop venue