



Volunteer and Student Business Partner

- Grow and promote our volunteering/student opportunities
- Be a part of a supportive and skilled team
- Based in Lewisham – walking distance from Lewisham train station

CatholicCare Sydney is seeking a new team member to develop and grow our volunteering and student program. Our **Volunteer and Student Business Partner** will work closely with key stakeholders to identify, implement and manage volunteer/student placement opportunities across the organisation. We are looking for an excellent communicator who will develop relationships with community groups and tertiary institutions to promote opportunities.

CatholicCare Sydney is the official social services agency of the Catholic Church in the Archdiocese of Sydney. We are a leading not-for-profit agency providing care and support to people in Sydney across a wide range of social services: Children and families, relationships, ageing, disability, employment, mental health and youth programs.

This position is preferably full time, however part time will also be considered. The position is based at our Lewisham office and includes access to salary packaging.

Successful applicants will have the following:

- Ability to undertake the duties of the role in accordance with CatholicCare Sydney's Mission, Vision and Values
- Experience in the management of volunteers and/or students (preferably in an NGO) and a sound understanding of broad volunteer/student requirements and key issues impacting the recruitment and management of volunteers and students
- Demonstrated organisational skills including the ability to prioritise and plan effectively
- Proven ability to build and manage relationships with internal and external stakeholders
- Excellent problem solving skills including the ability to identify issues, risks and opportunities and to think creatively
- Sound written and verbal communication skills including report writing, interpersonal skills and ability to communicate with all stakeholders
- Highly developed computer skills, including proficiency with Microsoft suite and database use.

Further information

Contact Anna Slowiaczek, Executive Manager, People@CatholicCare on 02 9509 1111

How to apply

After reviewing the above selection criteria please email jobs@catholiccare.org the following:

- a brief letter addressing the selection criteria, describing how your skills, work experience, qualifications/training and personal attributes match each of the selection criteria; and
- a brief resume.

(Applications that do not address the selection criteria or provide a resume only may not be considered).

The selection process

CatholicCare may use a range of tools and techniques to assess the suitability and relative merit of applicants including, but not limited to the following:

- interview
- assessment activities
- referee reports.

Applications close

4.00 pm on Wednesday 6th February 2019.

CatholicCare requires the preferred applicant to undertake a National Criminal History Record Check prior to employment and may also require a Working with Children Check.