**VOLUNTEER INFORMATION PACK V1.3 Australian Gynaecological Cancer Foundation**

Document revision history

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Document Sign-off List

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| **Name** | **Position** | **Sign off/ Review** | **Sign-off Date** |
| ~~Diane Langmack~~ | ~~Chairperson~~ | ~~Sign off~~ |  |
| ~~Leonie Young~~ | ~~Deputy Chairperson~~ | ~~Sign off~~ |  |
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| ~~Kathy Durow~~ | ~~Company Secretary~~ | ~~Sign off~~ |  |
| ~~Jacquelin Howson~~ | ~~Assistant to the Company Secretary~~ | ~~Review~~ |  |
| Marie Ficarra | Manager Administration | Review |  |
| Alan Carless | EO | Review |  |
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|  | **VOLUNTEER INFORMATION PACK** |

Welcome

Thank you for your interest in, and support for, the Australian Gynaecological Cancer Foundation (AGCF). I invite you to apply for a volunteer position with our Foundation. Volunteers are important to us and play a vital role in our work to increase awareness of gynaecological cancers across Australia and to fund much-needed research. Volunteers provide critical services in the many roles to which they are suited, including fundraising, grant funding, raising of cancer awareness and support for those affected by gynaecological cancer.

Our Volunteer Information Pack provides information and resources that will assist you with choosing your preferred volunteer role. This pack has been designed to make the volunteer application process as simple as possible. Positions are both local and national. In many roles, there will be need for principal appointments and volunteers who can assist these people.

The time commitment is entirely negotiable. We anticipate most volunteers will work from home or from the office of a body that supports volunteer working. AGCF will expect a commitment to reliable performance of duties that are accepted by volunteers. Many roles have been noted as suitable for job sharing and, potentially, any of the others could be shared if suitable arrangements could be agreed with AGCF.

All volunteers involved in charitable fundraising are required to meet standards incorporated in State and Territory laws and AGCF will help you with this process.

Successful applicants for volunteer officer positions will be protected in performing their duties by AGCF indemnities and insurance policies as described in its Constitution.

Apart from skills that are relevant to the roles described, AGCF expects volunteers to maintain a reasonably reliable capacity for communication by phone and internet, at their own expense and without technical support from ACGF. Volunteers need not incur large personal expenses. AGCF will provide any necessary access to cloud software as a service and will reimburse expenses associated with activity required by AGCF, provided that AGCF has given appropriate prior approval.

If you become a volunteer, I know you will find the experience rewarding. AGCF will do all it can to enrich that experience, show our appreciation and give due recognition to every member of our wonderful and irreplaceable volunteer team.

Yours sincerely,



Ms Diane Langmack OAM

Chair, Board of Directors

**Application Process**

If you have time to volunteer your skills, understand AGCF’s mission and are committed to making a difference to gynaecological cancer in Australia please read the role descriptions, complete the attached application form and email it with your résumé to: [info@agcf.org.au](mailto:info@agcf.org.au).

Alternatively visit our website to complete the application online: <http://www.agcf.org.au/support-us/volunteer>.

If you believe you could best fulfil a role by job sharing with someone you know well, consider making joint application. AGCF would like you to discuss the possibility with the person you have in mind before completing your application.

Applications will be treated as strictly confidential, in accordance with AGCF’s Privacy Policy. Applications will be advised within 10 working days that their application is being assessed and how long that assessment is likely to take.

All appointments will be for negotiated fixed terms and AGCF will encourage all successful volunteers to apply for re-appointment before their term expires.

**National Volunteer Roles**

**Social Media Officer**

AGCF will appoint an enthusiastic social media-savvy person to promote our objectives. Working as a member of a team on a flexible basis, from home or from the office of a body that supports volunteer working, for two to four hours per week, the Social Media Officer will be part of an exciting nationwide fundraising and awareness raising program with unique characteristics and innovative strategies.

The Social Media Officer will continually improve the overall effectiveness of the presentation of AGCF’s social media network. As the role develops, the Social Media Officer will be able to help select other volunteers to support the role. The role is suitable for job sharing.

Responsibilities/Duties

* Create or cultivate, with AGCF approval, an AGCF community on multiple social media platforms potentially including Facebook, Twitter, YouTube, LinkedIn Pinterest, Tumblr, Instagram, Snapchat
* Increase AGCF’s social media exposure, likes, reach and engagement. Create and manage content (posts, images, links and other content)
* Monitor social media sites, listen and respond to relevant questions and comments in accordance with AGCF policies directions and guidelines
* Liaise with the Manager Administration, Executive Officer and other National Officers concerning promotional ideas and the direction of AGCF’s social media strategy and its overall integrated communications strategy

Competencies

* Knowledge of existing social media sites and how to use them effectively
* Ability to adapt information and post in a creative manner, after seeking appropriate advice before posting anything relating to medical information
* Knowledge on how to increase followers, reach and engagement
* Reliable and available to make regular postings throughout the week
* Graphic design skills, at least basic level
* Appreciate team building
* High level verbal, written and interpersonal communication skills

**Webmaster/Archiving Officer**

AGCF will appoint a Webmaster looking for a way to help Australian women. Working as a member of a team on a flexible volunteer basis from home or from the office of a body that supports volunteer working for, a minimum of, approximately five hours a month the Webmaster will help us promote understanding, prevention and management of gynaecological cancers via [www.agcf.org.au](http://www.agcf.org.au).

The Webmaster is responsible for updating and maintaining the Foundation’s website where we share information, educate the public and raise funds for research. The website has unique characteristics and an initial commitment to completion of the platform provider’s training program will be expected.

The role is suitable for job sharing. Although the primary role is maintenance and required development, it also offers excellent opportunities for one or more enthusiastic volunteers to use their creativity in ways that could greatly enhance the website’s appeal, reputation, operation and reach.

Responsibilities/Duties

* Update and maintain website through AGCF’s content management system (CMS)
* Monitor, improve and update publication and performance of the Website
* In coordination with the AGCF Manager Administration, plan, define and implement website changes and improvements
* Add content consistent with brand (design and style)
* Maintain, convert and optimise documents, resources, news and reports for online use
* Track, analyse and report Website analytics for review of content effectiveness
* Design and prepare elements/graphics for the Web
* Locate and debug website issues, in collaboration with the platform provider

Competencies

* Webpage maintenance experience
* Web content management experience
* Working knowledge of HTML and CSS, familiar with JavaScript
* Working knowledge of Photoshop or other image editing software
* Proficient in Adobe Creative Suite
* Attention to detail
* High level verbal, written and interpersonal communication skills

**Accounts Officer**

AGCF will appoint an experienced accountant/bookkeeper who can offer skills and expertise to help AGCF meet its goals by performing financial duties on a volunteer basis, working approximately 10 hours a month, from home or from the office of a body that supports volunteer working. The primary responsibilities of this position include: management of accounts payable and receivable, assisting in end-of-month closing, record keeping and preparation of the general ledger and bank reconciliation. The Accounts Officer will perform internal audits and prepare documentation for external audit.

Responsibilities/Duties

* Arrange payment of invoices and accounts
* Post journal entries
* Assist with audits
* Balance sheet reconciliation
* Handle general accounting queries
* Keep records of financial transactions
* Monthly reconciliation of bank accounts
* Produce year-end financial statements
* Produce monthly financial statements

Competencies

* Basic accounting and bookkeeping skills
* Knowledge of computer and accounting software
* Attentive to detail
* Reliable in accuracy of work
* Organisational skills
* Self-starter
* High level communication skills

**Media and Public Relations Officer**

AGCF will appoint a Media and Public Relations Officer with great public relations and communication skills, wanting to put those skills to good use in the non-profit world. The role requires flexible time commitment, peaking at about 6 hours a week, working from home or from the office of a body that supports volunteer working. The work is fundamentally writing press releases, articles, blog posts and media alerts, and getting the information they contain in newspapers, on television and radio and in other communications media.

Working closely with the Executive Officer, Manager Administration and other officers, the Media and Public Relations Officer will lead Board approved publicity programs and campaigns and manage communications with the media, about fundraising, grant funding, awareness raising and the outcomes of research, as approved by the Chair of the AGCF Scientific Advisory Committee. There will be many opportunities to interact with some of the world’s best scientists, clinicians and philanthropists. The experience will be richly rewarding. As the role develops, the initial appointee will be able to help select other volunteers to support the role. The role is suitable for job sharing.

Responsibilities/Duties:

* Prepare articles, press releases, media alerts and media kits for the press
* Identify opportunities for placement of information relative to AGCF’s goals
* Research and develop creative content for marketing collateral, such as print materials, email blasts and news releases
* Cultivate and enhance collaborative working relationships with members of the press
* Organise press conferences
* Manage the flow of news about AGCF to the media
* Coordinate photo opportunities
* Gather and disseminate information to the media concerning new developments in gynaecological cancer
* Develop and maintain effective working relationships with media representatives and other members of the AGCF community. Respond to information queries from the media and the general public
* Manage AGCF’s reputation with the public and donors, by advising spokespersons on public communications, their timing and content
* Develop PR strategies, campaigns and initiatives
* Collate and analyse media coverage and provide summary reports to AGCF as required

Competencies and attributes

* Ability to coordinate media relations for a non-profit organisation
* Excellent writing, editing, grammar, proofreading and interpersonal skills
* Ability to work collaboratively
* Proficient in Microsoft Office Word, Excel and Powerpoint
* Strong project management skills
* Ability to pitch stories to the media
* Outgoing personality

**Brand Identity Officer**

AGCF will appoint a volunteer Brand Identity Officer to ensure that all our supporters, volunteers, officers and grant recipients are effective brand evangelists. The person in this position will oversee and manage the brand application and execution in all communication channels to promote the brand’s recognition and perceived integrity. There will be many opportunities to interact with some of the world’s best scientists, clinicians and philanthropists. The experience will be richly rewarding. The role is suitable for job sharing.

Responsibilities/Duties

* Ensure that all creative executions are consistent with brand image, identity and core brand message standards
* Consult internally and externally on AGCF’s current branding and desired branding objectives and make appropriate recommendation s to AGCF
* Produce and implement visual branding guidelines, including graphic elements and core brand messages to ensure unified brand image and message throughout advertising, promotions and campaigns
* Contribute to development of promotional strategies based on the AGCF brand

Competencies

* Understanding of brand management concepts
* Good analytical skills
* Excellent written and verbal communications skills
* Ability to work well with a wide range of people
* Strategic thinking. Organised and methodical approach to tasks
* Strong presentation skills
* Excellent project management skills
* Experience creating core messages

**National Coordinating Officer, State and Territory Based Volunteers [Volunteer Coordinator]**

With over 75% of AGCF’s anticipated income to be allocated to research grant funding and a further 8% to awareness raising overhead costs, the Foundation depends upon a large volunteer workforce to help us carry out the duties of allocating and administering research grants, raising cancer awareness, supporting those affected by cancer and enhancing the status and reputation of AGCF. To fulfil this mission AGCF will appoint a dedicated unpaid Volunteer Coordinating Officer with overall responsibility for attracting, selecting, training, supervising and coordinating State and Territory based volunteers. The role requires two to four hours a week, from home or from the office of a body that supports volunteer working.

The Volunteer Coordinator will experience the joy and satisfaction of working with the wonderful people who volunteer to raise money and help people with cancer and their carers.

This is a critical AGCF role, providing a vital channel of personal communication that will unite the AGCF community. Motivation of volunteers will require a high level understanding of AGCF’s operations and achievements. There will be many opportunities to interact with some of the world’s best scientists, clinicians and philanthropists. The experience will be richly rewarding. As the role develops, the initial appointee will be able to help select other volunteers to support the role. The role is suitable for job sharing.

Responsibilities/Duties:

* Collaborate with AGCF Manager Administration and Executive Officer to identify need for volunteers, throughout Australia
* Attract, select and coordinate the training of volunteers to the required standard
* Ensure that volunteers develop and maintain a good understanding of AGCF’s vision, mission, strategies, history, policies, procedures and expectations of volunteers
* Ensure that competency of volunteers is continually evaluated and assignments are appropriate
* Coordinate and schedule volunteer assignments and activities
* Provide reports on volunteer activities

Competencies

* Experience recruiting, supervising, training and supporting staff
* Ability to work collaboratively in a team environment
* Team development skills
* Excellent verbal, visual and written communication skills
* Creativity and collaborative spirit
* Strong organisational and time management skills
* Proven critical thinking and problem solving skills

**State/Territory Volunteer Roles**

**State/Territory-Based Fundraising Officers**

AGCF will appoint state/territory-based Fundraising Officers to assist the Foundation in raising funds to directly support AGCF’s mission of funding much-needed research into gynaecological cancers. Working as part of a team on a flexible volunteer basis from home or from the office of a body that supports volunteer working for 3-4 hours a week, these volunteers will have the opportunity to be part of an exciting innovative nationwide fundraising activity. Each person appointed can manage the task according to their own schedule.

As the senior appointees in each State and Territory, the Fundraising Officers will be expected to work to the direction of the Volunteer Coordinator and demonstrate commitment to working in their State or Territory for the duration of the appointment. Capital city location is desirable but not essential.

There will be many opportunities to interact with some of the world’s best scientists, clinicians and philanthropists. The experience will be richly rewarding. The initial appointee will report to the Volunteer Coordinator and be able to help select other volunteers to support the role, including an Events Coordinator.

Responsibilities/Duties:

* Provide local support for AGCF fundraising events
* Help the Media and Public Relations Officer and Social Media Officer to raise awareness about AGCF and related matters in the local community
* Maintain records required by AGCF including records of donations, new supporter contact details, supportive community and business groups, comments on AGCF
* Report regularly to the Volunteer Coordinator on activities, outcomes, information about potential major sponsors, concerns, issues, questions, etc
* Create and maintain connections with local businesses, community groups, and other individuals to maximise participation, sponsorship and other support of AGCF and AGCF-related events
* Coordinate with Administration Manager and Executive Officer to determine where fundraising efforts are most appropriate
* Promote sponsorship opportunities for AGCF-related events
* Work with the Brand Identity Officer and Media and Public Relations Officer to serve as an ambassador for AGCF and promote a positive image/ reputation of the Foundation
* As local team leader, direct the work of the local Events Manager and any others in the local team
* Perform other duties as requested by the Volunteer Coordinator

Competencies

* Creativity and commitment
* Strong interpersonal skills
* Strong verbal and written communication skills
* Good listening skills
* Record keeping ability
* Team leadership ability

**Event Management Officers**

AGCF will appoint state/territory-based Event Management Officers to fulfil our mission by donating their time and talents in helping to plan and organise state/territory events such as seminars and fundraising events. Through fundraising events AGCF will provide financial support for research toward the prevention, detection and treatment of gynaecological cancers in Australia. Seminars are intended to educate people about gynaecological cancer and raise awareness of AGCF’s mission. Event Management Officers will work part-time, reporting to the AGCF Fundraising Officers and through them to the Volunteer Coordinator and Manager Administration, to manage, direct and oversee events in their State or Territory. Each person appointed can manage the task according to their own schedule. The time demands of event management change from week to week and the Event Management Officer must be prepared for this. Job sharing is definitely encouraged for this role.

AGCF expects that most if not all successful applicants will have some prior experience in event management, which might include events such as amateur entertainment, art exhibitions, sporting events or conferences.

AGCF events management will be facilitated by web based paperless processes used, for example, for publicising events and registering interest in attending. Event Management Officers will be encouraged to assist in the development of the paperless approach by providing helpful comments and suggestions.

As they are key appointees in the State or territory, the Event Management Officers will be expected to demonstrate commitment to working in their State or Territory for the duration of the appointment. Capital city location is desirable but not essential.

There will be many opportunities to interact with some of the world’s best scientists, clinicians and philanthropists. The experience will be richly rewarding. The initial appointee will be able to help select other volunteers to support the role.

Responsibilities/Duties:

* Develop and implement strategic plans for events including event production timelines, venue selection, plans for staffing events, advertising, registration processes and fee collection [if applicable], procure venue bookings, event permits and necessary insurances
* Communicate with event participants, including presenters and attendees, to ensure smooth program operation
* Coordinate required on-site event environment elements (e.g., signage, displays, seating arrangements, catering)
* Analyse and report on event operations and outcomes , arrange evaluations and provide feedback as required by AGCF
* Prepare for and implement recommendations for improvement

Competencies

* Excellent time management communication and organisational skills
* Enthusiastic and self-motivated
* Outgoing personality with exceptional interpersonal skills
* Flexibility—able to deal promptly with host of unforseen events
* Experience in event management

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|  | **VOLUNTEER APPLICATION** |

**Any information provided here will be treated with strict confidentiality. If any details need changing after submission, please submit a new application highlighting changes.**

**\*Essential \*\* Essential for WA residents \*\*\* At least one phone contact required**

|  |  |
| --- | --- |
| \*Full Name [Surname last] |  |
| \*\* Date of Birth dd/mm/yy |  |
| \*Residential Street Address |  |
| \*City, Suburb, Post Code |  |
| \*State |  |
| \*Postal address [if different] |  |
| \*\*\*Home Phone |  |
| \*\*\*Work Phone |  |
| \*\*\*Mobile phone |  |
| \*Email Address |  |
| Second email address |  |
| \*Preferred Contact Method |  |

## \*Is this a joint application, seeking job sharing? Yes [ ] No [ ]

## If yes, Name of person applying with you ................................

## Attach other person’s application form to yours. Also attach a brief summary describing any past and/or current working relationship, how you would like to work together to fulfill the role that interests you and the reasons why this is likely to be a successful partnership.

## **Resume**

\*Please attach your current resume. If you do not have a resume or want help to improve the one you have, we suggest you search for a resume template on the internet. You may also seek assistance from the Manager Administration, by emailing your request to info@agcf.org.au

## **Availability**

AGCF prefers to make contact using email or SMS text. However, if we need to contact you by phone, when would you be most likely to be available?

From \_\_.\_\_ hrs to \_\_.\_\_ hrs on the following days:

### \*On average, how many hours a week are you likely to be available for volunteer assignments?

### \_\_\_ hours/week

### During which hours are you most likely to be available for volunteer assignments? [If unsure, you may leave this section blank.]

|  |  |
| --- | --- |
| Weekday mornings | Weekend mornings |
| Weekday afternoons | Weekend afternoons |
| Weekday evenings | Weekend evenings |

## Periods of more than 2 weeks in the next 12 months when you would probably not be available for assignments:

\_\_/\_\_/\_\_ dd/mm/yy to \_\_/\_\_/\_\_ dd/mm/yy

## **Interests**

### \*Tell us in which areas you are interested in volunteering by ticking one or more boxes

|  |
| --- |
| Social Media |
| Website management |
| Accounting/Bookkeeping |
| Fundraising |
| Media and Public Relations |
| Event Management |
| Brand Identity Management |
| Volunteer Coordination |

## **Special Skills or Qualifications**

### \*Summarise your special skills and qualifications, those you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

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## **Other Previous Volunteer Experience Details**

### \*Summarise your previous volunteer experience. Details should include name and contact details and dates for all organisations you have assisted in the past 10 years.

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## **Agreement, Signature and Declaration**

By submitting this application **Australian Gynaecological Cancer Foundation ACN 152685295 [AGCF]**, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

I understand that if I become an appointed officer of AGCF, then AGCF must, to the extent that I am not otherwise indemnified, indemnify me against a Liability incurred as an officer to a person (other than the Company or a related body corporate), unless the Liability arises out of conduct involving a lack of good faith.

I, the person whose signature is set out below declare that I have not pleaded guilty to, been convicted of or had a charge proven for an offence capable of being punished by imprisonment for 3 months or more (whether or not a penalty of imprisonment was imposed), or have been bankrupt within the last 10 years; been subject to any other forms of insolvency administration within the last 10 years, or been externally administered within the last 10 years.

If operating in WA, I authorise the Executive Officer Australian Gynaecological Cancer Foundation, to obtain a National Police History Certificate confirming there are no disclosable court outcomes relating to me. I have supplied my date of birth to facilitate this certification.

|  |  |
| --- | --- |
| \*Full Name (printed) |  |
| \*Signature |  |
| \*Date dd/mm/yy |  |

How did you hear about volunteer opportunities with AGCF?

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Referee details

Please provide contact information and authorisation to contact for three people with whom you have had a working relationship [paid or unpaid] and who can vouch for your good character and suitability for the role you seek. Your referees must have been told by you to expect contact from ACGF. We would welcome written comments about you from any of your referees but contact details are sufficient. **\*Essential \*\*\* At least one phone contact required**

|  |  |
| --- | --- |
| \*Full Name [surname last] |  |
| \*Company/Organisation |  |
| \*Position in company/organisation |  |
| \*Street Address |  |
| \*City, Suburb, Post Code |  |
| \*State |  |
| \*Postal address [if different] |  |
| \*\*\*Home Phone |  |
| \*\*\*Work Phone |  |
| \*\*\*Mobile phone |  |
| \*Email Address |  |
| Second email address |  |
| \*Preferred Contact Method |  |

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| \*Full Name [surname last] |  |
| \*Company/Organisation |  |
| \*Position in company/organisation |  |
| \*Street Address |  |
| \*City, Suburb, Post Code |  |
| \*State |  |
| \*Postal address [if different] |  |
| \*\*\*Home Phone |  |
| \*\*\*Work Phone |  |
| \*\*\*Mobile phone |  |
| \*Email Address |  |
| Second email address |  |
| \*Preferred Contact Method |  |

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| \*State |  |
| \*Postal address [if different] |  |
| \*\*\*Home Phone |  |
| \*\*\*Work Phone |  |
| \*\*\*Mobile phone |  |
| \*Email Address |  |
| Second email address |  |
| \*Preferred Contact Method |  |