

**Position available - WAFA Volunteer and events manager**  
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WAFA is looking for a Volunteer and Events Manager to join our vibrant team. The role is part-time, 32 hours per week. The successful applicant can work from home or, if preferred, from one of our member groups' offices in West Perth.

The role is dynamic and interesting, and you will be a part of a skilled and committed team who are dedicated to protecting the South West forests. It suits an energetic, positive, team-player with a strong commitment to environmental action who has excellent interpersonal skills, is confident and engaging with groups of people, and is highly organised and efficient.

**Responsibilities**

- Engaging existing and new volunteers, equipping them with resources and support, giving them set tasks and overseeing their activities
- Developing volunteer communication materials in collaboration with WAFA Director
- Managing interns as required
- Organising and managing a wide range of events in the metropolitan area and the South West
- Managing volunteers, equipment and administration for regular stalls
- Working with the Director and WAFA team to develop campaign activities and targets that are engaging and meaningful for volunteers and supporters
- Hosting regular volunteer co-work days, meetings and trainings
- Identifying and developing opportunities for campaign outreach in collaboration with WAFA Director
- Working with the WAFA team in a dynamic environment, with a focus on identifying and developing opportunities for engagement with the WAFA volunteer and supporter community as the campaign develops.

**Essential criteria**

- Excellent interpersonal skills and confidence engaging with and directing individuals and groups of people
- Experience in organising and managing a range of events
- Excellent written and oral communication skills
- Highly organised and efficient
- Compliance with State COVID requirements and WAFA's COVID policy
- Capacity to work independently and collaboratively

**Desired criteria**

- Confidence with online communications and survey platforms such as Paperform, Nation Builder and Do Gooder
- Experience delegating and managing teams
- Experience working in the community sector

**Remuneration**

\$80,000 per annum pro rata (0.8FTE) + super  
6 weeks pro rata annual leave

**Applications**

Please send applications and queries to Jess Beckerling, campaign director, via [jessbeckerling@wafa.org.au](mailto:jessbeckerling@wafa.org.au) by Monday the 21<sup>st</sup> of March