

Australian Volunteers Program Alumni Representative Position Description

1. Role Overview

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

Alumni Representatives voluntarily lead Alumni connection and activities in their states and territories and support program advocacy. 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.

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

This role offers opportunity to stay engaged with the Program and to stay connected with like-minded people in the alumni community. You will also get a chance to contribute to program development to research and testing new activities.

2. Criteria

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

- Completed an Australian Government funded volunteer assignment (in-country and/or remote)
- Self-motivated to promote the Alumni and Australian Volunteers Program and form connections with program alumni
- Commitment to build and maintain connection between volunteers, alumni and the Australian Volunteers Program
- A good understanding of locally led development concepts and approaches
- Willing to commit to the Alumni Representative code of conduct
- Positive volunteer assignment including no breaches of the code of conduct

3. Key Objectives and Activities

The key objectives for the Alumni Representative team are to:

1. Help to grow and strengthen an engaged Alumni community and maintain connections among alumni.
2. Help to raise awareness of the program, volunteering and creating value for alumni
3. Organise, promote and lead engaging activities for alumni in their state/territory online and in person
4. Participate in Australian Volunteers Program and Alumni activities and initiatives when possible.

This role delivers the following activities:

1. Initiate Alumni events online or in-person

Alumni Representatives offer opportunities for alumni to meet-up and connect. This includes initiating activities, welcoming new Alumni members and sharing information about relevant local events.

2. Join Alumni Representative workshops

The Program offers one or two workshops each year for Alumni Representatives to brainstorm, plan, share knowledge and undertake training. The workshops can be online or in-person.

3. Alumni Facebook and LinkedIn groups

Alumni Representatives contribute to the Alumni's Facebook and LinkedIn groups by posting content, starting discussions, sharing information and commenting on other posts.

4. Communication

Maintain communication with alumni in their state/territory and with the Alumni team and other Alumni Representatives.

5. Advocacy and promotion

Alumni Representatives may be asked to participate in program promotional events and media activities. There will be opportunities for Alumni Representatives to support and participate in formal Australian Volunteers Program events.

6. Other activities

Support recruitment of new Alumni Representatives by advising prospective alumni and promote the recruitment communications.

Alumni Representatives might be invited to join focus groups and pilot studies.