

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 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. These workshops will now be delivered online every month and will run for 3 hours. 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 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 and 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 or hybrid) or be able to demonstrate an ongoing connection with the Australian Volunteers Program.
- Demonstrated respectful behaviours while on volunteer assignment.
- Have good general understanding and be supportive of locally led development.
- Have clear and effective communication skills and be able to actively listen to participants and encourage open dialogue.
- Have cross-cultural competence to navigate diverse backgrounds, perspectives and experiences., and an ability to understand cultural nuances and create inclusive environments for discussions.
- Be flexible and adaptable to changing circumstances, challenges and diverse participant views.
- Consistently communicate respectfully and encourage respectful dialogue between participants.
- Be able to demonstrate empathy and a supportive attitude to create safe space for participants to share their unique experiences and emotional and practical challenges.

Desirable Skills

- Experience in group facilitation, managing group dynamics and interactive and participatory learning environment.
- Past attendance at a Post Assignment Workshop (or previous versions of the workshop).

Key Objectives and Activities

Your role as a Facilitator at a post assignment workshop is focused on enabling conversations and sharing by participants. This includes establishing group rules, taking notes and managing time. You may also briefly share your personal volunteer experience to help progress conversations.

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 facilitate at least one 3-hour online workshop per year
- Participation in a 15-minute post-workshop online debrief

Efforts will be made to provide all facilitators the opportunity to participate in at least one workshop every 12 months. However, circumstances might mean this is not always possible.

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

Support

The main point of contact and support for this role will be provided by the Alumni team. The following support will be provided:

- Facilitator training led by the Australian Volunteers Program prior to involvement at the workshop
- Facilitator Guidebook provided prior to the workshop