



POSITION DESCRIPTION

TITLE	Events Communications Volunteer
REPORTING TO	Individual Fundraising Team
LOCATION	Melbourne - CBD
DETAILS/HOURS	1-2 Days per week 3 month volunteer placement (January – March)

Introduction

WaterAid's vision is of a world where everyone has access to safe water and sanitation. Our mission is to transform lives by improving access to safe water, sanitation and hygiene (WASH) in the world's poorest communities. WaterAid works with partners to maximise its impacts for policy change/influence.

WaterAid works through supporting local organisations and government authorities to design and demonstrate appropriate and sustainable WASH programs. WaterAid also seeks to influence policy change through government and other key sector actors to secure and protect the right of poor people to safe, affordable water and sanitation services.

Everything we do is shaped by our six values:

- Integrity
- Respect
- Collaboration
- Courage
- Accountability
- Innovation

WaterAid is a child safe organisation. We recognise that we must meet community expectations and the trust placed in our personnel to maintain the highest standards of conduct with children. Therefore, all positions within WaterAid are required to comply with our Child Safeguarding Policy and Code of Conduct.

WaterAid is committed to protection from sexual exploitation and abuse in everything we do. The values and standards we uphold are highlighted in our Global Code of Conduct. All positions within WaterAid are required to comply with our Global Code of Conduct.

Position Summary

The Events Communications Volunteer is responsible for building relationships with potential partner organisations for the Water Challenge, and assisting with content development for Water Challenge participants.

Key outcomes of this role are to:

1. Approach potential brand partners for the Water Challenge and continue building relationship with partners throughout the event.
2. Maximise engagement with Water Challenge participants through social media and email content.
3. Support Water Challenge participants with fundraising efforts by offering fundraising advice and tips.

4. Fulfil requests for fundraising items and prizes by mailing out items as needed
5. Answer general questions and enquiries about the event
6. Manage and updating database of participants to be contacted based on actions.

Key Performance Areas/Accountabilities

The Fundraising Events Volunteer reports to the Head of Individual Fundraising and is a member of the Corporate & Community Engagement (CCE) team. The role works supports the broader Individual Giving department and will interact with other members of the team. This role also has a high level of interaction with suppliers and WaterAid donors and supporters.

Qualification, Skills & Attributes (Key Capabilities/Selection Criteria)

- Exceptional written communication skills and the ability to generate content
- Experience in fundraising- in particular in the events space- is desirable.
- Proven ability to engage a wide range of people in a cause.
- Proven ability to successfully manage multiple projects simultaneously, working to a high standard under own initiative.
- Strong administrative and word processing skills.
- Commitment to WaterAid's values and a working style that reflects these.

Qualification, Skills & Attributes (Key Capabilities/Selection Criteria)

This is an exciting and rewarding opportunity for the right candidate. You will have access to highly skilled professionals in areas that may be of interest to you - such as public health, international development and fundraising. **Please note that this is an unpaid position.**

If you share the vision of transforming lives by improving access to safe water, hygiene and sanitation in the world's poorest communities - we'd love to hear from you! Don't delay – apply now!

To Apply:

Please submit an application to recruitment@wateraid.org.au by Monday 13th December.

Applications for this position must include a resume and a cover letter addressing the above Qualification, Skills and Selection Criteria.