



Katoomba Administrative Volunteer

Position:	Katoomba Administrative Volunteer
Reports to:	Admin Officer
Time commitment:	Variable, approx 4-10 hours per week
Location:	Katoomba
Duration:	3 months, with the potential for extension
Remuneration:	None. This is an unpaid volunteer role.

Volunteer Role Description

ISC is seeking an administrative volunteer to join the Operations Team in Katoomba. We're in need of someone computer confident and with an eye for detail. Primarily support will assist with donations and database management. However there likely be other ad hoc administrative tasks requested. The role is expected to be casual in nature, so hours may vary week by week depending on need, staff and volunteer availability.

Volunteer Role Tasks

Subject to availability and capacity, the tasks of this volunteer role will include any or all of the following;

- manually entering and processing donations online
- updating databases
- collecting and sorting mail
- document management, including filing
- document printing
- maintenance of office space
- other general administration duties as required

Selection Criteria

Essential

- Confident computer skills
- Intuitive and switched on individual
- Shows attention to detail
- Ability to maintain a high level of confidentiality at all times
- Proven ability to follow set procedures
- Dependable

Desirable

- experience in data entry
- Interest in biosecurity or invasive species issues

Role Requirements and Commitment

This role will be casual in nature, with work hours determined by agreement or upon request. It is expected that requirements will vary week by week, but will perhaps be between 4-10 hours a week. The role is initially required until February, although arrangements may be made for the right volunteer to remain on call as required in future.

The role is to be filled on site in the ISC Katoomba office, and all necessary equipment will be provided. Training will also be provided for all required tasks.

No reimbursement will be made for travel or related expenses.

At ISC we greatly value the contribution of our volunteers. We aim to provide them with work that is safe, significant, fulfilling and appreciated. All volunteers will be selected free of discrimination and under equal opportunity. They will be reimbursed for all pre-approved expenses, provided with training and support, covered by volunteer insurance, and recognised for their efforts. A statement of achievement will also be available upon completion of the role.

Applicants are requested to send a letter of interest & copy of their CV to Carissa Harris at recruitment@invsives.org.au

About the Invasive Species Council

The Invasive Species Council is Australia's leading organisation protecting our environment from pests, weeds and diseases. Invasive species have been the main driver of environmental loss of Australia's native animals since colonisation and remain one of the main threats to the future survival of all our unique wildlife on land and sea. Formed in 2002 and now 20 years strong, the Invasive Species Council is on a ten-year journey of growth as we aim to prevent more invasive species-led extinctions by 2030 in the midst of an extinction crisis.

More information on the Invasive Species Council and our work can be found on our website at www.invasives.org.au.