



VOLUNTEER ROLE SPECIFIC STATEMENT

Role Title: **VOLUNTEER COMMUNITY EDUCATOR AREA COORDINATOR**

YOUR OPPORTUNITY:

You will have the opportunity to co-ordinate, monitor and assist in the presentation of education programs to the community through our Volunteer Community Educators. You will provide support to our educators through resourcing and ongoing professional development opportunities.

PEOPLE WHO ARE PERFORMING THE ROLE SHOULD BE:

- Community minded.
- Able to work autonomously as well as with other people as part of a team.
- Able to deliver Queensland Fire and Emergency Services (QFES) community education programs to a diverse audience of volunteers
- Able to liaise with QFES staff, volunteers, residents and members of community groups.
- Prepared to assist Volunteer Community Educators in developing a positive culture in their rural fire brigade and area.
- Able to collect, compile and correlate information for purpose of capturing statistical data.
- Able to project plan and co-ordinate the activities of a group of Volunteer Community Educators.

ARE YOU THE RIGHT PERSON FOR THE ROLE?

Mandatory Requirements:

- Eligible to apply for, or hold a Blue Card.
- An Australian Citizen or Resident, or working legally in Australia.

Highly Desirable Requirements:

- You need to have time available to adequately perform all of the functions of the role.
- You need to have been an active member of the brigade for at least two years.
- You need to have a genuine interest in voluntary community work in general and the objectives of the brigade in particular.
- You need to have the ability to develop and support appropriate administrative processes to ensure the effective running of the brigade.
- You need to have good written communication skills.

YOUR DUTIES AND RESPONSIBILITIES:

- Promote and deliver community safety and bushfire preparedness education packages both autonomously and in conjunction with Urban, Auxiliary and Rural fire officers.
- Promote QFES and RFS in a professional manner.
- Commitment to undertake relevant competency maintenance training and education programs designed to support this role.
- Commitment to support and assist Volunteer Community Educators.
- Comply with relevant QFES policies, procedures and legislation including Code of Conduct and Workplace Health and Safety.
- Project plan and co-ordinate the activities of a group of Volunteer Community Educators.

ADDITIONAL INFORMATION ABOUT THE ROLE:

- The Volunteer Community Educator Area Co-ordinator is a non operational role dedicated to providing support to a team of community educators, presenting bushfire, home fire safety and all hazards education to Queensland communities.
- The Volunteer Community Educator Area Co-ordinator will assist in the provision of training and resources to ensure community educators can carry out the role of community education.
- The Volunteer Community Educator Area Co-ordinator will assist in providing initial and ongoing training to community educators and assist with their professional development.



- The Volunteer Community Educator Area Co-ordinator will receive training and support through their regional Bushfire Safety Officer.

HUMAN RIGHTS STATEMENT:

- The details provided within this role description is compatible with QFES' obligations in relation to the *Human Rights Act 2019* (HRA).