



Volunteer Position Description

E/1.2.1

Position title	
Synod service area	<< Insert service, department, team title >>
Location	
Date reviewed	

The organisation:

The Uniting Church in Australia (the Church) is a large uniquely Australian Christian denomination in Australia with heritage from historical reformed evangelical denominations. In Queensland, the Uniting Church has around 250 congregations and has schools, colleges and large community services (such as UnitingCare Queensland and Wesley Mission Queensland).

The Uniting Church is multicultural, committed to reconciliation with First Peoples, calls for reconciliation across its communities and aims to use its people and property resources wisely and in the furtherance of God's mission in the world.

Position purpose:

The purpose of this volunteer role is to provide << brief overview of the position in one or two sentences >>.

Key responsibilities:

- (Be clear on the activities or tasks that are to be taken, rather than high level responsibilities)
- Work within the policies and procedures of the Uniting Church in Australia, Queensland Synod and the provisions of the Workplace Health and Safety and other relevant legislation, including support for injured workers and full participation in return to work plans.

Reporting relationship:

This position reports to << insert position title >>.

Selection criteria:

- << List the required or desired qualifications for the volunteer position e.g. degree, diploma, etc. >>
- Willingness to work within the mission, ethos and policies of the Uniting Church and the Church in Queensland's Call and Vision
- Good communication and people skills including an awareness of cultural and social sensitivities
- Ability to work in a team and meet group goals
- Able to observe deadlines
- Professional standard of dress and presentation
- Friendly and professional attitude
- Well-developed interpersonal, written and verbal communication skills
- Ability to maintain confidentiality and sensitivity with regard to information/clients and staff
- Knowledge of computing concepts and ability to use Microsoft Office software including Outlook, Excel and Word.



Additional requirements:

- << Current drivers licence – Presentation of a current drivers licence must be made before your appointment to the position can be confirmed. >>
- Ability to meet time commitments, being a minimum of number of hours and/or specific days volunteering a week is recommended.

Authorised by:

Signature

Name

Date

Volunteer sign-off:

I have read and understood the requirements of this position and have had the opportunity to clarify any details with the person in control of the workplace.

Signature

Name

Date

Revisions

Document number	E/1.2.1				
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.1	01.08.2020	ELT	01.08.2020	People and Culture	People and Culture Manager
Next scheduled review	01.12.2021				