

## **Membership & Development Manager**

***Do you have experience in recruiting, retaining and training volunteers or large numbers of people for organisations?***

St John Ambulance Australia holds an iconic place in Australia's not for profit sector having served the Victorian community for over 125 years.

We are seeking an experienced Membership Manager to attract, recruit and retain members who deliver frontline services for St John Ambulance Australia (Victoria).

Key responsibilities of this role include:

- Leading a growing team;
- Creating robust processes to support volunteer recruitment;
- Providing reports to management;
- Developing a suite of business unit performance metrics;
- Planning & implementing recruitment & retention strategies which position St John as a volunteer 'organisation of choice';
- Policy development, review, implementation and continuous improvement;
- Conducting skill & training analysis;
- Delivery of the volunteer training & development program

A strategic thinker, the ideal candidate will have relevant qualifications matched with experience in volunteer recruitment.

An understanding of training & development principles is advantageous to contribute to the effective implementation of the organisations volunteer training & development strategy.

Excellent communication skills, along with inspirational leadership qualities are essential, as is the ability to establish and maintain positive working relationships with multiple stakeholders.

If you are ready to channel your management skills and have a passion to support the community, you will be able to help St John to take a giant step toward meeting increasing demand for their services.

You will be rewarded with a competitive remuneration package including PBI salary packaging.

Email your CV and cover letter to [careers@stjohnvic.com.au](mailto:careers@stjohnvic.com.au). For more information please go to [www.stjohnvic.com.au](http://www.stjohnvic.com.au)