VOLPD002 – Administrative & Operational Support Volunteer

Business Unit	People, Culture and Volunteers
Location	National
Hours	Variable
Contact	volunteering@soldieron.org.au

About Soldier On

Soldier On is a national not-for-profit organisation deeply committed to supporting Australian Defence Force (ADF) veterans and their families to thrive, through a comprehensive suite of services that promote social wellbeing and community integration.

Soldier On supports participants through the HELP service delivery model:
H – Health and Wellbeing services
E – Employment support
L- Learning and education program
P – Participation and social connection

Our Values

Position Purpose

Provide essential behind-the-scenes support to keep Soldier On's programs running efficiently.

Responsibilities:

- Assist with data entry, filing, and record-keeping.
- Support reception duties, answering general enquiries and directing people to appropriate services.
- Help manage volunteer records and communication (e.g., newsletters and updates).
- Provide event logistics support, including registrations and scheduling.
- Maintain confidentiality and comply with Soldier On's data protection and privacy policies.

Requirements & Compliance:

- Abide by all governance, policies, and procedures of Soldier On.
- Adhere to the Soldier On Code of Conduct and volunteer guidelines.
- Hold a valid **Working with Vulnerable People (WWVP) Check (volunteers)** or equivalent.
- Follow all **Child Safeguarding Regulations and Policies**.

Ideal Skills & Attributes:

- Strong organisational and administrative skills.
- Proficiency in Microsoft Office and basic data entry.
- Attention to detail and ability to handle confidential information.