

Position Description - Board Internship

19 hours per week per contract

BLIND SPORTS & RECREATION VICTORIA (BSRV)

BSRV is a small, thriving non-profit organisation, which is dedicated to improving the lives of people with vision loss through sport and recreation. BSRV is community-based, with no religious, political or specific cultural affiliations. Our programs are for all members of the Victorian community - regardless of religion, age, gender, cultural background or economic circumstances.

BSRV is governed by a Board of voluntary Board members responsible for good governance, setting strategic directions, providing executive oversight, setting and monitoring policy implementation, managing risk and managing accountability of BSRV operations and financial health.

Blind Sports and Recreation Victoria is a child safe organisation. All personnel are required to:

- undergo a current and satisfactory Victorian Police Check and National Police Check prior to commencing employment,
- undertake regular child safe training and maintain their currency, and
- implement BSRV child safe policies, procedures and practices in their work.

ABOUT THE ROLE

Background and purpose

BSRV's diverse and extensive sport and recreation programs are funded by a range of supporters and partners – local, state and federal governments; philanthropic and sporting organisations, businesses and private individuals. Drawing on the support of volunteers, BSRV Ambassadors, our collaborative partners and stakeholders, our programs help to:

- promote fitness, well-being, social connection and community involvement
- provide opportunities for leadership and skill development, and
- provide pathways and opportunities to employment and volunteering.

The role of the Board Intern is to support the Board and Board members in carrying out their governance responsibilities. Stakeholders include Board members; BSRV CEO, staff and volunteers, BSRV Affiliate Organisations, BSRV members, community organisations, funding body representatives, businesses, and state and local government. This exciting and varied role aims to maximise understanding of Board governance responsibilities; and learning and skill development opportunities by supporting the work of BSRV Board and Board members, liaising with stakeholders, developing policy and Board documentation, undertaking research and participating in Board meetings and activities. The successful incumbent will work under the guidance of the Board President and CEO and be supported by the General Manager – Governance Lead.

Position summary

Reporting to BSRV CEO, the Board Intern will undertake professional development in providing Board support through:

- participating in Board meetings as directed
- contribute to the development of Board papers
- undertaking research to support Board policy and paper development and Board decision making
- liaise with BSRV stakeholders – including BSRV staff and volunteers, BSRV Affiliate Organisations, BSRV members, community organisations, philanthropic funding bodies, local government and state government, vision loss support organisations and people with lived experience of vision loss
- provide support for BSRV CEO advocacy for people with vision loss to meaningfully participate in sport and recreation activities
- support the development of Board governance processes.

RESPONSIBILITIES

Board meeting preparation

- Work with CEO/General Manager – Governance Lead, to prepare/finalise Board Meeting Agendas and support documentation.
- Work with BSRV Office Manager to prepare and collate documentation for Board meetings.
- Support communication with Board members regarding meeting dates, reminders and in responding to Board member queries.

Board Process and Board Paper development

- Work with BSRV CEO and General Manager – Governance Lead in developing Board Process documentation, and papers for Board consideration.
 - Follow-up draft document review with Board members and respond to Board member queries on Board papers and processes.
 - Collect and collate Board member and stakeholder feedback during Board process/paper development.
 - Support provision of accessible versions of Board Papers and Board Process documentation.
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Undertake research

Under the direction of BSRV CEO and/or General Manager – Governance Lead:

- Research needs of people with vision loss in accessing meaningful participation opportunities in sport and active recreation.
 - Research barriers experienced by people with vision to meaningful participation, access and support to sport and recreation.
 - Undertake research to support BSRV advocacy on behalf of people with vision loss experiencing barriers to participation in sport and recreation.
 - Liaise with stakeholders to identify education and support needs to provide inclusive sport and recreation opportunities for people with vision loss.
 - Undertake primary research with people with vision loss to support BSRV advocacy and provision of advice to government, funding bodies and community organisations.
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Stakeholder engagement

- Liaise with BSRV staff and volunteers to provide data to BSRV Board
 - Liaise with BSRV Affiliate Members and Members to provide information to the CEO and Board on member requirements.
 - Liaise with community stakeholders to promote BSRV and its activities.
 - Under the direction of BSRV Board President or BSRV CEO, participate in community/stakeholder/public forums to promote BSRV and provide BSRV feedback.
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Advocacy support

Support BSRV Board Chair and Board members, and BSRV CEO in advocating for sport and recreation opportunities for people with vision loss through:

- Developing and recording advocacy communication – written and electronic
 - Liaising with stakeholders to set up meetings
 - Accompanying Board President / Board members / CEO to advocacy meetings and taking notes
 - Providing advocacy notes summary to Board meetings
 - Developing advocacy messaging under the guidance of BSRV CEO and Board President.
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Administration

Undertake other administrative duties as required.

QUALIFICATIONS AND EXPERIENCE

Required

- Experience working for a community based, not-for-profit or health organisation.
- Willingness to learn and develop an understanding of Board governance processes and requirements
- Basic research skills, or willingness to learn these.
- Experience in working or volunteering to support people with a disability.
- Willingness to comply with confidentiality requirements of BSRV Board.

Highly desirable

- Prior experience in working with a Board or Committee of Management
 - Prior experience in writing position papers or organisation reports.
 - Budget development and coordination
 - Lived experience of vision loss.
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SKILLS AND QUALITIES

- A demonstrated understanding of challenges faced by people with a disability in meaningful participation and making contributions to their community.
 - Ability to develop relationships with participants and volunteers and a genuine interest in people and their motivations.
 - Demonstrated ability to be a constructive team contributor.
 - Well-developed interpersonal skills, discretion and empathy.
 - Strong organisational skills and attention to detail for planning and organising meetings/meeting documentation.
 - Proactive approach and able to work autonomously under direction.
 - Time management skills, including the ability to prioritise and manage workload.
 - Have a considered appreciation of differences in culture, religion and sexual orientation; and a willingness to work respectfully and flexibly with all people/stakeholders.
 - Willingness to support BSRV's vision and objectives and communicate and demonstrate our values (below).
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BSRV VALUES

- Leadership

- Inclusion
- Participation
- Collaboration
- Respect
- Human Rights.

POSITION TERMS

This position is a fixed term contract.

- 19 hours per week – please note this is not a full-time role
- Flexible working days and hours by negotiation
- Ability to work remotely and from BSRV's Kooyong office, as agreed.

The position holder must also:

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- Undergo a current and satisfactory Victorian Police Check and hold a current Victorian Working with Children Check; upon which BSRV will confirm the offer of employment. BSRV is a child safe organization.
 - Maintain eligibility to work in Australia
 - Participate in a 3-month probationary period.
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REPORTING

The role reports directly to BSRV CEO, and where directed, to BSRV Board Chair and/or BSRV General Manager – Governance Lead.

WHAT WE OFFER

BSRV offers a flexible and supportive working environment; and work and life integration benefits to our staff. We are an Equal Employment Opportunity employer, and a Child Safe Organisation.

ENQUIRIES AND APPLICATIONS

For any enquiries please contact Maurice Gleeson, CEO on 03 9822 8876 or email info@blindsports.org.au or kerry@blindsports.org.au with the subject line 'Board Intern Enquiry'

Please apply via the Ethical Jobs website.

<https://www.ethicaljobs.com.au/members/Blindsports/board-intern-remote-work-form-home>