

International Programs

Administration Volunteer



Location: North Ryde

Seeking an enthusiastic volunteer who is eager to gain exposure to our International Programs team and portfolio! You'll see how the International Programs team functions day-to-day while hearing stories of impact from the field. You'll also learn about important compliance aspects of overseas aid and development.

Whether you simply want to be generous with your time and talents or are looking to gain valuable work experience in the not-for-profit sector, this volunteer opportunity is for you!

Volunteering at Baptist World Aid

Volunteers are an important part of Baptist World Aid's rich, 60-year history. It was a group of committed volunteers who first began this poverty ending work, and for our first 20 years, Baptist World Aid was run solely by generous volunteers. But volunteers are not only a part of our organisation's history... they' are also a vital and incredibly valued part of our operation today!

Baptist World Aid is currently blessed by around 35 regular volunteers, who give generously of their time and talents to help fulfil our shared mission to end poverty. They consistently help to minimise our administration costs so we can maximise the funds we invest overseas.

When you volunteer with Baptist World Aid, you're volunteering for an international Christian development organisation working in 18 countries. You'll be part of important work that empowers communities to lift themselves out of poverty and that, last year, directly benefited 332, 391 people.

Who is this opportunity for?

If you're aged 16 years or over, then this is the volunteering opportunity is for you! Your proficient computer skills and reasonable English language skills will help you to perform well. You'll volunteer 1-2 days per week at our North Ryde office. Hours and days are flexible (weekdays only).

Before volunteering you will need to complete a Police Check (paid for by Baptist World Aid) and a free Working With Children Check.

What would I be doing?

You will have a keen eye for detail and be eager to learn about key compliance indicators, helping us check that our project documentation meets requirements. You will work cooperatively in a team environment, assisting with different compliance projects ranging from counterterrorism checks through to child protection risk assessments.

You will have experience in using Microsoft Office and be quick to learn new software as you'll gain experience using our CRM database. You will have a high level of written and spoken English which you will use to help us catalogue the many stories we receive from our international partners each year, giving you an insight in to how some of our community-led projects are helping tackle the injustice of global poverty.

Benefits to volunteering with Baptist World Aid

- You'll be a valued part of our Baptist World Aid family, forming and building new friendships.
- You'll be responding to poverty in a personal way... and achieve more than you dreamed possible!

- You'll gain valuable work experience in the not-for-profit sector, specifically gaining an insight to our International Programs Team and portfolio.
- You'll gain experience using a CRM database
- You'll learn about key compliance issues and how to meet requirements
- You'll volunteer at our convenient, North Ryde location – just 500m from the North Ryde Metro Station or with free parking available!

To Apply

Please send a copy of your CV to volunteers@baptistworldaid.org.au

For more information, please go to <https://baptistworldaid.org.au/our-story/volunteer/>

“Volunteering at Baptist World Aid, I've enjoyed being able to use my skills in a really practical way. Being able to create things that you can then see being used to speak to people about important issues is pretty cool.”

– Matthew Huckel, Baptist World Aid Volunteer, Graphic Design.