



CDEM Resilience Fund project application form

Application for CDEM Resilience Collaborative fund approval	
Project title	Volunteer Coordinator Recruitment Guidelines
Date of application	19 th September 2014
Details on application	
Lead local authority	Environment Southland
CDEM Group	Southland
Other local authorities or Groups supporting the proposal	Invercargill City Council, Gore District Council, Southland District Council
Project description	
<p>Executive summary [200 words maximum description.]</p> <p>Emergency Management Southland (EMS) has recruited a volunteer coordinator on a casual employment contract. The purpose of the employment was to have some capacity during an emergency to have someone with specialist knowledge and skills to get the most out of any individual or volunteer group. This person is underutilised at present mainly due to funding constraints.</p> <p>Emergency Management Southland believes there is scope for this person to identify, recruit and consider the training needs of a number of individuals already in the community who are well practiced at volunteer coordination and event management who could undertake a number of important roles within an emergency. These people could be in paid employment or be volunteers themselves. The vision is that once recruited these individuals would remain on the EMS volunteer database and require minimal training in a variety of emergency management roles where the use of volunteers is required or likely to occur.</p> <p>This project would probably see a number of lessons being learnt which could then form the basis of a best practice guideline dealing with identification and recruitment of volunteer coordinator's. These guidelines could then be shared as a document and also by several presentations on the learnings to appropriate Emergency Management forums.</p>	
<p>Problem/opportunity [200 words maximum description.]</p> <p>The Ministry of CDEM has produced guidelines on Volunteer Coordination which is proving to be a useful resource. Many CDEM Groups are struggling with concept of who to recruit and how to recruit suitably qualified people who can undertake the role. Many are taking the traditional view of trying to find a council staff member to undertake the role on a part-time basis.</p> <p>Emergency Management Southland has employed someone on a casual contract with the intention of this person giving advice to EMS and being available for deployment in an emergency. The employee has previously worked as a volunteer coordinator with Volunteer South. There is scope for this person to undertake a project to find new and innovative ways to recruiting other similarly skilled persons already undertaking paid and unpaid event management and volunteer management roles in the community.</p>	

There is ability for the lessons learnt in undertaking this project to be written up as a best practice guideline for other CDEM Groups to consider when looking at the position/issue of volunteer coordination.

Alignment with identified goals and objectives [200 words maximum description.]

Southland CDEM Group Plan

Readiness objective:

- 1b: Improve community and business preparedness through community based planning.

Response objective

- 3b: Strengthen the coordination and co-operation amongst all relevant sectors in planning for and responding to an emergency.

Recovery objective:

- 4a: strengthening recovery capability and capacity across all agencies and the wider community.

Canterbury Earthquake response review outcomes in relation to better volunteer coordination and making better use of community based resources.

- Theme 3: Emergency welfare arrangements and
- Theme 10: Community preparedness and response.

Dissemination of benefits to sector [200 words maximum description.]

A best practice on identification and recruitment of volunteer coordinators will be produced as an easy to follow guide for other CDEM Groups.


The project also allows for two presentations to be made at appropriate forums to share the information learnt.

Project design

Project manager	Delia Riley
Other project members	Neil Cruickshank, Craig Sinclair
External providers/contractors	

Deliverables

Milestone	Date for completion	Cost
<ul style="list-style-type: none"> • Investigate organisations that have skills and capacity to provide volunteer coordinators for CDEM 	March 2015	\$2,500.00
<ul style="list-style-type: none"> • Recruit skilled staff from 	August 2015	\$6,000.00

<p>identified organisations to undertake volunteer coordinator roles</p> <ul style="list-style-type: none"> Develop and draft best practice guidelines on how to investigate and recruit suitable Volunteer Coordinators for Emergencies Present guidelines at appropriate Emergency Management forums 	December 2015	\$8,000.00
	July 2016	\$2,000.00
Identified risks		
Risk	Suggested management	
<p>Current Volunteer coordinator may take up other employment</p> <p>Project fails to identify and/or recruit sufficient number of volunteer coordinators</p>	<p>Unable to be controlled but seen as unlikely given the person's personal circumstances and commitment.</p> <p>Preliminary scoping with possible organisations has already highlighted a number of possible willing candidates so risk is relatively low.</p>	
Funding request and use		
CDEM resilience fund contribution	\$11,500.00	
Local authority contribution	\$7,000.00	
Other sources of funding		
Expenditure <i>[Please supply details]</i>	<p>Cost of casual staff member's time \$15,200</p> <p>Printing and publishing costs \$1,800</p> <p>Travel costs \$1,500</p> <p>Total \$18,500</p>	
Application confirmation		
Approval of Chief Executive		
CDEM Group comment		
Comment		
Approval of Coordinating Executive Group Chair	