



Volunteer position description

Position title:	Group Activities Organiser
Time commitment:	Variable and flexible.
Appointed by/reports to:	Group Leader
Position tenure:	TBA

About ABA

Since 1964 the Australian Breastfeeding Association (ABA) has been supporting mothers, parents and families who want to make breastmilk available to their babies. Via a volunteer workforce of around 800 people, ABA provides evidence-based information and support to hundreds of thousands of mothers per year whilst raising awareness of the importance of breastfeeding and human milk for child and maternal health. ABA runs Australia's National Breastfeeding Helpline, Breastfeeding Education Classes, the Breastfeeding Friendly Workplace program and around 120 local support groups. ABA is a not-for-profit, a registered charity, Registered Training Organisation and Australia's leading provider of breastfeeding information.

About the role

To support the Group Leader in planning, coordinating and delivering local group activities, and to help create a welcoming, engaging space where volunteers, members, mothers, parents and babies feel connected and supported.

Key responsibilities

- Work closely with the Group Leader and Group Communications Facilitator (where the role is filled).
- Support the Group Leader to organise and run local group activities and events including but not limited to:
 - Assisting with setting up and packing away venues
 - Managing group resources and materials including morning/afternoon tea
 - Helping to plan and organise group activities and events
 - Welcoming attendees at group activities
 - Facilitating coffee catch ups and social activities
 - Supporting families to find information
 - Recording attendance at group activities
- Adhere to the Australian Breastfeeding Association's Code of Conduct.
- Work as a cooperative team member and contribute to a motivating environment.
- Complete annual volunteer reports.

Requirements

Delete any sections if not necessary.

Qualifications, membership and other criteria	<p>Required</p> <ul style="list-style-type: none"> • Current ABA financial member • Agree to ABA's Code of Ethics • Compliance with ABA's Workplace Health and Safety policy
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Skills and experience	Required <ul style="list-style-type: none">• Friendly and welcoming approach• Ability to work as part of a team
Knowledge	Required <ul style="list-style-type: none">• Understanding of ABA's Code of Ethics and Code of Conduct• Commitment to ABA's vision and mission• Understanding of ABA's Volunteer Policy
Communication	<ul style="list-style-type: none">• Group Leader• Group members• Venue managers and other external stakeholders as relevant• Volunteers and position holders in the Association• ABA's Volunteer Support Officer
Training and other requirements	<ul style="list-style-type: none">• Completion of Workplace Health and Safety module and any relevant induction training as provided by ABA• Regular communication with leader in regards to current volunteering activities• Ensure any notes taken or records of ABA activities are kept in accordance with ABA policies for privacy and confidentiality.

Key performance indicators

- Fulfils all key responsibilities as outlines within the position description within given timeframes.

It should be noted that position descriptions may be reviewed and changed at any time.

Revision history

Revision	Date	Description of modifications
V1	May 2025	Design of template
V2	April 2025	Moved to new template Removed requirement for WWCC