



## VOLUNTEER POSITION DESCRIPTION

### Team Leader (National Database Team)

**Overview of Organisation:** The Chase and Tyler Foundation (CTF) is an independent charitable organisation working to prevent deadly carbon monoxide poisoning throughout Australia. We deliver a national preventive health effort by working with stakeholders for an effective sustained investment in prevention and health promotion.

**Position Description:** We are seeking an experienced team leader to lead our National Database Team. This role would suit someone with confidence leading a small team and an excellent phone manner.

**Responsible to:** Executive Team

**Time Commitment:** The project is looking for someone that can give approximately 1 day per week from October 2018 - February 2019. There will be meetings with your team approximately every fortnight (outside of business hours) in the St Kilda area which you will need to attend (and lead). You will also need to report your teams progress regularly to the Executive Team.

#### **Key Responsibilities:**

- Lead the National Database Team of Data Collectors and assist them with their duties
- Develop database to collect, maintain and evaluate data
- Perform quality control checks on the database
- Evaluate data in the database
- Other duties as assigned

#### **Skills:**

- Ability to work independently and as part of a virtual team
- Ability to lead a small virtual team
- Attention to detail when performing work tasks
- Able to maintain accurate record of all database information and file accordingly
- High level computer literacy (Gmail/Outlook, MS Word, MS Excel)
- Excellent verbal and written communication skills
- Excels at planning, organising and prioritising
- Demonstrated initiative and a 'can do' approach
- Exhibits energy and enthusiasm and an interest in working in the nonprofit sector

**To apply:** Email resume (in PDF format) [volunteer@chaseandtyler.org.au](mailto:volunteer@chaseandtyler.org.au)