



Return applications to:  
[events@aidr.org.au](mailto:events@aidr.org.au)

# VOLUNTEER LEADERSHIP PROGRAM

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INFORMATION AND APPLICATION PACK





# About the program

The Volunteer Leadership Program (VLP) is a dynamic, immersive residential two-day program, spread over three days, for emergency sector volunteers with aspiration and aptitude to support their organisation's leadership. It is a challenging and rewarding experience aimed at providing you with the foundations for capability and confidence in leadership. In taking part, you will be part of a collaborative learning experience, participating alongside volunteer leaders from other emergency management focused agencies, and generating knowledge and sharing experience.

The VLP introduces practical leadership frameworks through the use of interactive activities led by engaging and experienced facilitators.

The program covers skills for you to improve awareness of your team, yourself and others including:

- Leadership and management strategies in your volunteer agency context.
- Consideration of contemporary issues facing the emergency management sector.
- Leading change in your organization.
- Building and maintaining motivation of volunteers.
- Identifying and working with different personality types.
- Resolving conflict, addressing performance issues, and giving critical feedback.
- Identifying stress and self-care strategies.

Each program allows for additional topics to be incorporated based on the unique interests and needs of each group.

The VLP is funded by the Australian Institute for Disaster Resilience (AIDR), and delivered in collaboration with the Australian Red Cross.

## Can you participate?

To be considered for the VLP, applicants must meet the following criteria:

- Be an active emergency service sector volunteer.
- Be aspiring to, or in a leadership role as a volunteer.
- Have the time and agency support to attend the VLP and be prepared to undertake approximately two hours of pre-course work.
- Be available to participate in a program that commences late afternoon on a Friday and concludes mid-afternoon on a Sunday.
- Answer all questions on the application form, including considered responses to the Selection Questions.
- Submit an application by the closing date

**Applications close approximately six weeks prior to the course. For example, if the course was to run on 30 November, application will close on 19 October.**

**Successful applicants will be advised of their place as soon as possible and at minimum two weeks prior to each course.**



# About the program

## What should you do next to attend?

1. Fill in the application form
2. Seek the endorsement of your agency manager to attend the program (see below)
3. Submit your application prior to the due date. Early submissions for all courses are encouraged.

**AIDR will select participants for each program based on the criteria outline above. In the event that the course is over-subscribed, AIDR will seek to offer eligible applications a place at future programs or place them on a wait-list for a place at short notice.**

To view the VLP course schedule, please refer to the AIDR website: [www.aidr.org.au/events](http://www.aidr.org.au/events)

## What is provided?

The course costs are met by AIDR and include:

- Twin-share accommodation for out of town guests on the Friday and Saturday nights, either at the venue, or within walking distance.
- Full catering, including breakfast, lunch, morning and afternoon tea.
- Optional group dinner on both nights.
- Car parking, where available.

Participants may request a single room for a supplementary charge of \$67 per night, payable by either themselves or their agency. AIDR will make payment to the accommodation provider and invoice participants directly. The availability of single rooms cannot be guaranteed.

AIDR encourages applications from across Australia for any of the courses, although travel costs are typically the responsibility of the agency or individual. AIDR may agree to assist with travel costs, accommodation or other assistance for those with a specific need. Any requests for additional support must be included when you apply and will be considered.

AIDR will endeavour to accommodate any dietary requirements stated in your application. Menus are typically available for vegetarian, low fat and gluten-free diets.

In cases where the venue cannot guarantee parking or dietary requests, AIDR will notify participants of these arrangements in advance.

## What is not provided?

- Any booking at the venue outside these arrangements, such as any additional nights' accommodation
- Food or beverages not organised by AIDR, including the hotel bar, or mini bar.
- Any room expenses, or other venue services such as Wi-Fi, room service, or movies on demand.



# Application form

## Your Privacy

By submitting this form, you agree to AIDR's Privacy Policy, and agree that AIDR may share this information with your organisation, and the AEMVF nominating agency.

Further information on AIDR's Privacy Policy can be obtained from: <https://www.aidr.org.au/privacy-policy/>

## Course selection

Please type responses below or write a response clearly by hand

Please provide two course locations and dates, in order of your preference.

1.

2.

## Your details

|                   |                      |                                   |                      |                    |                      |
|-------------------|----------------------|-----------------------------------|----------------------|--------------------|----------------------|
| Title             | <input type="text"/> | First name                        | <input type="text"/> | Surname            | <input type="text"/> |
|                   |                      | Age at time of program (optional) | <input type="text"/> | Gender             | <input type="text"/> |
| Street number     | <input type="text"/> | Street name                       | <input type="text"/> | Suburb             | <input type="text"/> |
| State / Territory | <input type="text"/> | Postcode                          | <input type="text"/> |                    |                      |
| Phone             | <input type="text"/> |                                   |                      | Email              | <input type="text"/> |
| Organisation      | <input type="text"/> |                                   |                      | Volunteer position | <input type="text"/> |



## Requirements

Is accommodation required? ☐ Yes ☐ No If yes, which night/s? ☐ Friday ☐ Saturday

Would you like to attend the optional group dinners?

**FRIDAY** ☐ Yes ☐ No  
**SATURDAY** ☐ Yes ☐ No

Dietary requirements

Is parking required? ☐ Yes ☐ No

Accessibility needs

Additional requirements

Do you require a single room?\* ☐ Yes ☐ No

*\*\$67 per night, supplementary charge applies to all single room requests*

Who is to be invoiced for single room supplementary charge?

*Include name, address and ABN if a company*

How did you hear about the VLP?

☐ Agency

☐ AIDR communication

☐ Red Cross communication

☐ VLP alumni

☐ Social Media

☐ Friend

☐ Other (please specify)

Do you wish to be added to the AIDR email list, through which you will receive occasional email correspondence about other related training opportunities?

☐ Yes ☐ No



## Selection Questions

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1.

Why does the VLP appeal to you? Specify your motivations and aspirations to explain why you are seeking a place (300 words maximum).

2.

What do you see as the main opportunities and challenges for the emergency management sector in the next 5-10 years, and how do you think you can positively contribute to them (300 words maximum)?





## Organisation Endorsement

*I confirm that the applicant is a volunteer member in an emergency management focused agency and has agency endorsement to apply for this program.*

|                         |                      |         |                      |              |                      |
|-------------------------|----------------------|---------|----------------------|--------------|----------------------|
| First name              | <input type="text"/> | Surname | <input type="text"/> | Organisation | <input type="text"/> |
| Phone                   | <input type="text"/> | Email   | <input type="text"/> |              |                      |
| Additional requirements | <input type="text"/> |         |                      |              |                      |

SIGNATURE

DATE

SIGNATURE

*If your member has requested a single room, and your agency agrees to be invoiced the \$67 supplementary charge, please sign here.*

## Statement of Authenticity

*I, the applicant, confirm that the information provided is true and correct and that I am an active volunteer in the emergency service sector.*

|            |                      |         |                      |
|------------|----------------------|---------|----------------------|
| First name | <input type="text"/> | Surname | <input type="text"/> |
|------------|----------------------|---------|----------------------|

SIGNATURE

DATE

## Statement of Authenticity

- Please return completed applications to AIDR: events@aidr.org.au
- To help us process applications, please include the location, year of your preferred course, and your surname in the subject line of the email.  
For example: VLP, Perth, 2017 SMITH
- Make sure you attach this application before sending
- If you have any questions about the VLP or wish to discuss special needs, please contact us.