



Volunteer Leadership Program 2017 Information and Application Pack

Please return this form to AIDR events@aidr.org.au

About the program

The Volunteer Leadership Program (VLP) is a dynamic, immersive residential two-day (two night) program for emergency sector volunteers with aspiration and aptitude to support their organisation's leadership. It is a personally challenging and richly rewarding experience aimed at providing you with the foundations for capability and confidence for 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
- contemporary issues facing the emergency management sector
- leading change in your organisation
- 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.



Can you participate?

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

- Be an active emergency service sector volunteer in, or aspiring to, a leadership role.
- Have the time and agency support to attend the VLP and be prepared for approximately two hours of pre-course work.
- Be available to participate in a program that commences early evening on Friday and concludes mid-afternoon on Sunday.
- Answer all questions on the application form, demonstrating a vision for emergency management in Australia
- Submit application by the closing date (typically 30 days prior to the commencement of each course - e.g. a course on 30 November, will close on 30 October).

Successful applications will be advised of their place as soon as possible and at least two weeks prior to each course.

What should you do next to attend?

- Fill in the application form and submit it by the due date (early submissions recommended)
- Seek the endorsement of your agency manager to attend the program (see below)

AIDR will select participants for each program based on the criteria outline above. In the event that the event 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.

2017 Programs	Date*	Applications closing ⁺
Perth, WA	31 March -2 April	1 March 2017
Darwin, NT	16-18 June	15 May 2017
Adelaide, SA	30 June - 2 July	29 May 2017
Canberra, ACT	11-13 August	10 July 2017
Geelong, VIC	27-29 October	25 September 2017
Cains, QLD	18-19 November	16 October
2018 Programs		
Perth, WA	April	To be advised
Cairns, QLD	June	“
Sydney, NSW	August	“
Hobart, TAS	October	“
Wodonga, VIC	November	“

* Dates are subject to change; please check the AIDR website to confirm dates and information.

⁺ Early applications are encouraged. Nominees will be advised approximately two weeks prior to the course.



What is provided?

The course costs are met by AIDR and include:

- **Twin-share** accommodation for out of town guests at the venue (Friday and Saturday night).
- Dinner on Friday and Saturday nights, and all meals and snacks during the day.
- Car parking as required/available.

Where available, participants may request a single room at an additional cost of \$67 per night payable by either themselves or their agency. The availability of single rooms is not assured.

AIDR encourages applications from across Australia for any of the courses, although travel costs are typically the responsibility of the agency or individual. Occasionally, AIDR may agree to meet limited additional costs, including single room accommodation or some travel assistance for those with a specific need. Any requests for additional support must be included when you apply.

AIDR will endeavour to accommodate any dietary requests stated when you apply and menus are typically available for vegetarian, low fat and gluten-free diets.

What is not provided?

- Any booking at the venue outside these arrangements.
- Drinks and food from the bar, any room expenses, or other venue services such as Wi-Fi.
- Sometimes the venue cannot assure parking or dietary requests. AIDR will notify participants of these arrangements in advance.
- If in any doubt on course, please direct any enquiries to the facilitators who are staying with you.



Application form

Please type responses below or write a response **clearly** by hand

Course selection:

What location and dates are you interested in attending?

Please provide a second preference if you have one.

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Your details:

Title	
First name	
Surname	
Gender	
Age at time of program	
Street Number	
Street Name	
Town	
State/Territory	
Postcode	
Organisation	
Volunteer position	
Phone (home)	
Phone (mobile)	
Email address	



Requirements:

Please tell us about your dietary, medical, travel and access needs:

Accommodation Friday required?	
Accommodation Saturday required?	
Dietary requirements	
Parking required	
Accessibility needs	
Additional requirements	
Single room requested*	
Name and address or person/organisation to be invoiced for single room request*	

* Cost is \$67 per night charged to you or your agency (please provide invoicing details).

How did you hear about the VLP?

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Agency | <input type="checkbox"/> AIDR email/website |
| <input type="checkbox"/> Friend | <input type="checkbox"/> Social media |
| <input type="checkbox"/> VLP alumni | <input type="checkbox"/> 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

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	
Surname	
Organisation	
Contact Phone	
Contact Email	
Additional requirements	
Single room request of \$67 per night (optional – please initial acceptance)	
Signature	
Date	

Statement of Authenticity

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

First Name	
Surname	
Signature	
Date	



Further Information

- Please return completed forms to AIDR events@aidr.org.au
- To help us process applications, in the subject of the email write “VLP, the primary location and year you are interested in, and your surname”. For example: **VLP, Perth, 2017 FLITMAN**
- **Make sure you attach this application before sending**

If you have any questions about the VLP or wish to discuss special needs, please be in touch:

Rachel Flitman

Email: rflitman@redcross.org.au

Phone: 02 9229 4113