

Volunteer Position Description

The Freemasons Foundation Centre for Men's Health is a partnership between the Freemasons Foundation and The University of Adelaide. Our vision is to enable men to live longer, healthier, and happier lives. Our mission is to pursue innovative research programs, significantly improve health services, deliver evidence based continuing education programs and disseminate the latest health information and education resources.

There is great enthusiasm for our mission and our program of work is continually expanding. We, therefore, welcome volunteers to assist us in the office with general clerical and administrative duties. Recruiting volunteers allows us to operate efficiently and engage community members in our work.

Position Title:

- **Centre for Men's Health Volunteer**

University Area:

- **Freemasons Foundation Centre for Men's Health, School of Medicine**

Description and purpose of the job:

- **To provide general clerical and administrative support to the Freemasons Foundation Centre for Men's Health including the Florey Adelaide Male Ageing Study (FAMAS)**

Responsibilities:

- **To follow privacy guidelines with respect to FAMAS data**
- **To keep Centre business confidential**
- **To be reliable once agreed to a task**

Specific duties to be undertaken:

- **Assist with mail outs including printing labels, photocopying, stuffing envelopes**
- **Writing birthday cards to FAMAS study participants**
- **Assist with survey administration (ie checks for completeness, data entry)**
- **Booking clinic appointments for FAMAS participants**
- **Assist with Centre event organising**
- **Assist with development and maintenance of a database of Centre contacts**
- **General office duties (ie filing, photocopying etc)**
- **Other duties as appropriate.**

Qualifications – skills, expertise, experience, knowledge

- **There are no specific qualifications required, but helpful experience includes clerical or administrative (general office) experience, up-to-date computer skills (ie word processing, data entry), and research experience.**

Board of Patrons

Sir Eric Neal AC CVO (Principal & Chair)

Mr Tom Castles

Sir James Hardy OBE

Mr William Shaw

Mr Nick Bianco

Mr Robert Clyne

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Dr Greg Levenston

Hon Dr Bob Such MP JP

Mr Allen Bolaffi

Mr Geoff Day

Mr Tony Piccolo MP

Mr Geoff Tucker

Mr Graham Bollenhagen

Professor Derek Frewin AO

Hon Chris Pyne MP

Training provided:

- On-the-job training as required

Personal attributes required:

- Good interpersonal skills
- Enthusiasm and commitment to excellence
- Team player
- Initiative

Time frame and/or attendance requirements:

- To be negotiated

Location of work:

- Offices of the Freemasons Foundation Centre for Men's Health at the Adelaide Masonic Centre, 254 North Terrace, Ground Floor.

Travel involved:

- none

Supervision (to whom do volunteers report):

- Ms Anne Hayes, Chief Executive Officer, Freemasons Foundation Centre for Men's Health

Special requirements – police check, health check, drivers' licence

- None

Benefits to the volunteer:

- Contribution to a very worthy endeavour to improve men's health
- Fostering the partnership between Freemasonry and The University of Adelaide
- Possibility for skills development as appropriate
- Access to Centre events and networking opportunities.

Should this Volunteer position interest you please contact:

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