

Human Resources Officer Position Description

This volunteer position plays a key role in coordinating recruitment of volunteers for the organisational head office, as well as regional committees.

Key Responsibilities

- Managing Position Descriptions for the organisation and developing new Position Descriptions as required.
- Coordinating interviewing and recruitment of new volunteers to fill organisational requirements, including for regional committees.
- Managing induction documentation of new volunteers and filing of volunteer documentation (including Code of Conduct, Working With Children check)
- Preparing and/or updating human resources policies of the organisation.
- Maintaining organisational charts and committee volunteers list up-to-date.
- Identifying training and personal development opportunities for staff and committee volunteers.
- As required, assisting with management of performance concerns involving volunteers.
- Providing a report to the Chair and Secretary on human resource operations prior to each Management Committee meeting.

Key selection criteria

1. Understanding of the aims and objectives of The Water Well Project, and how it works towards these.
2. Located in Melbourne, or surrounding area.
3. Education and experience in a human resources position.
4. Experience in utilising different media platforms for recruitment.
5. Excellent verbal and written communication skills.
6. Excellent organisational, prioritisation and time management skills.
7. Ability to use own initiative to work independently and as a member of a team.
8. Ability to develop and maintain strong working relationships with a skilled base of volunteers.

Reporting

The Human Resources Officer reports to the Secretary.

Terms of office

Candidates must be able to commit to a minimum of 12 months, subject to a probationary period.

Expectations

- 1-3 hours per week, with variability from week to week.

Application Process

Please send a one page (max) cover letter and 4 pages (max) CV to tim@thewaterwell.org. An interview may be required.

Closing date: Sunday 14th April 2019

Our organisation

The Water Well Project is a not-for-profit health promotion organisation based in Melbourne. Our mission is to improve the health and wellbeing of migrants, refugees and asylum seekers by improving health literacy. Our vision is that all individuals from refugee and asylum seeker backgrounds achieve equitable access to healthcare to enable them to live full lives and contribute to the wider community.

The Water Well Project works closely with partner organisations already working with people of migrant, refugee and asylum seeker backgrounds to develop culturally-sensitive and interactive health education sessions. Since its founding in 2011, The Water Well Project has delivered over 550 health education sessions across Melbourne and Geelong, as well as New South Wales and Tasmania.

Our volunteers are healthcare professionals (doctors, nurses, midwives, and allied health) who donate their knowledge and time to deliver health education sessions outside their hours of paid professional work.

Our values

- Collaboration
- Compassion
- Respectfulness of diversity
- Integrity
- Accountability

Conditions

All volunteers of The Water Well Project are required to comply with *The Water Well Project Volunteer Agreement* which includes:

- adherence to our values at all times
- declaration of any potential conflict of interest(s)
- adherence to privacy and confidentiality