



**Position Title:** Human Resources Assistant (Volunteer)

**Date Posted:** October 2017

**Team :** Administration

**Responsible to:** Volunteer Coordinator

**Location:** Level 6, 20 Otter Street (Melbourne Polytechnic building), Collingwood

**Start Date:** Immediate

**Hours per week:** 6 to 8 hours per week/Flexible/ 6 month commitment.

## **Background**

Diaspora Action Australia (formerly Humanitarian Crisis Hub) works in Australia with people from countries affected by war and conflict who promote the human rights of people in their countries of origin. We support diaspora community initiatives; provide resources, information and training; facilitate dialogue and shared learning; build networks; and seek to amplify community voices at local, national and international levels. The groups and organisations we work to support contribute to peacebuilding, raise awareness of human-rights issues, contribute their skills, passion and money to set up vital services such as schools and health centres, and they urge the international community to sit up and take notice of what is happening in war-torn countries. Diaspora Action Australia (DAA) is the only organisation in Australia specifically dedicated to supporting these initiatives.

Diaspora Action Australia (DAA) was founded in 2008 and is independent of political or religious affiliation. In 2011 we were awarded the ACFID Sir Ron Wilson Human Rights Award for outstanding contribution to human rights in the international development sector, and in 2012 received an Award of Excellence from the Victorian Multicultural Commission.

We are committed to community development principles and a rights-based approach. We are committed to protecting the rights of all children to live safely, free from exploitation and/or abuse, and to keeping children safe and ensuring that our activities and programs do no harm to children, and as such all staff and volunteers are required to sign and comply with our Child Protection policy.

## **Purpose of Role:**

This role will provide a high level of administrative and HR operational support to the Volunteer Coordinator. The position encompasses a range of responsibilities which aim to provide timely, accurate and effective advice, information and support to the staff and volunteers.

## **Key Responsibilities:**

- a) Post position descriptions (PDs) on various websites
- b) Reply candidates, review applications and screen potential volunteers
- c) Carry out induction of new volunteers; arrange team inductions
- d) Assist with the upkeep and maintenance of volunteer record-keeping systems

- e) Update PDs and create new descriptions for new roles
- f) Update/modify the volunteer induction manual (with guidance from the Volunteer Coordinator)
- g) Check the humanresources@ account daily and forward, delete, and file incoming messages as appropriate
- h) Research training opportunities for volunteers
- i) Assist with maintaining a neat and clean office
- j) Other related administrative tasks as required

**Key Selection Criteria:**

- a) Undergraduate degree or certificate in Human Resources or other relevant subject
- b) Minimum one year of relevant work experience
- c) Fluent English and excellent written and verbal communication skills
- d) Strong organisation and administration skills and high attention to detail
- e) Demonstrated ability to work autonomously and as part of a team
- f) Excellent working knowledge of MS Office applications (Word, Excel essential)
- g) People management: a friendly manner and ability to communicate effectively with people from a diverse range of cultural backgrounds
- h) Knowledge/experience of human rights, international development, conflict areas or related fields is desirable
- i) Understanding of and commitment to Diaspora Action Australia's philosophy, principles and objectives

People of diverse cultural and linguistic backgrounds are encouraged to apply. We welcome applications from refugees and migrants from countries experiencing conflict/humanitarian crises, from international students, City of Melbourne residents, and people with disabilities.

**What volunteers gain from their experience with Diaspora Action Australia:**

- a) a unique opportunity that will provide the volunteer with experience with a respected NGO (non-government organisation) that can be added to your resume
- b) future references for volunteers who complete six months with the organisation
- c) a full induction and a supportive and friendly working environment
- d) regular team meetings and free workshops (according to availability)
- e) reimbursement of travel expenses (i.e. Myki fares)
- f) dedicated Volunteer Coordinator to support volunteers
- g) coffee, tea, and biscuits!

Please send a resume and a cover letter addressing the above criteria to [humanresources@diasporaaction.org.au](mailto:humanresources@diasporaaction.org.au). Only applicants addressing all of the above criteria will be contacted.