

POSITION DESCRIPTION

People & Culture Coordinator – Talent Acquisition

Primary Purpose

The Talent Acquisition Coordinator is an integral role supporting Redkite’s recruiting function and contributes to the overall success of the team by providing a high level of customer service, administrative support, and project coordination throughout the recruiting process.

The Coordinator supports all Redkite staffing needs including Volunteers with responsibility for timely and accurate daily production of interview coordination for candidates, and preemployment transaction processing for new hires. This position will require you to develop an understanding of Redkite recruiting processes for candidate and volunteers management, benefits, legislative compliance, policy administration, and other related activities in support of recruiting and retaining great talent.

As the Volunteer Coordinator, your primary responsibilities are the recruitment and management of volunteers and the arrangement of volunteer events and programs. Your duties include training new volunteers, assigning them to particular jobs, tracking their volunteer hours, providing support, and evaluating volunteers.

In addition to coordinating recruitment needs, the Talent Acquisition Coordinator will support the People and Culture team in broader People & Culture projects and initiatives to enable our People Plan and contributing to overall organisational effectiveness.

The Talent Acquisition Coordinator reports to the People and Culture Manager. This permanent, part-time position is based in Redkite’s Sydney office and has no direct reports.

Significant Working Relationships

Most Frequent Contacts	Internal / External	Nature or Purpose
Team members / management	Internal	Recruitment and selection requirements
Prospective employees/volunteers	External	Recruitment
Government bodies	External	Administration & compliance

Position Key Result Areas

Recruitment & Selection	<ul style="list-style-type: none"> • Support Line Managers with the recruitment and selection process for employees, office-based volunteers, interns and temporary placements in accordance with Redkite policy. This includes: <ul style="list-style-type: none"> ○ Reviewing position descriptions prior to advertising; ○ Organising position adverts and posting on various job boards; ○ Providing advice and support throughout the recruitment process (e.g. drafting interview guides and interview techniques) ○ Facilitate pre-screening (including but not limited to Reference Checks, National Police Checks, Working with Children Checks; & psychometric tests) ○ Preparing employment contracts and volunteer agreements;
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	<ul style="list-style-type: none"> • Responding to applicants on the progress of their applications • Screening and shortlisting all applications • Developing and maintaining talent pools for key roles and volunteer requirements • Managing the onboarding process for all new employee and volunteers including ensuring all onboarding paperwork is processed in accordance with procedure • Assist Managers, where required, with the process for internal transfers / secondments and ensure the relevant paperwork is complete and Finance informed. • Provide assistance to the Fundraising team for the efficient recruitment and of volunteers for events and volunteering opportunities for corporate partners • Manage all incoming requests for employment and volunteering opportunities
Volunteer Management	<ul style="list-style-type: none"> • Manage the continuous improvement of the Redkite Volunteer Program, in line with the National Volunteering Standards and in conjunction with internal stakeholders and maintain updated processes and procedure documentation. • Manage and update volunteer Position Descriptions and coordinate documentation for volunteer registration and recruitment. • Assess and inform the volunteer requirements of the organisations (day to day and during special events); • Coordinate and assist in recruiting the organisations volunteers; • Coordinate all volunteer inductions and orientations and conduct where necessary; • Mentor line managers on how to best engage and manage their office based and event volunteers. • Develop various communication paths to ensure all volunteers feel connect and engaged with Redkite • Foster an environment where volunteers feel valued and supported • Identify and coordinate volunteer education and training opportunities (e.g. Child Safe); • Support Operations coordinators to deliver face to face training if required for their events. • Coordinate all volunteers involved in event delivery, creating detailed and accurate documentation for volunteers and ensure they are appropriately briefed and that they are motivated, informed and work in a safe and cost-effective way • Apply Work Health & Safety (WHS) best practice and minimise risks to volunteers by coordinating appropriate shift allocation(s), break time(s), catering, transport, accommodation and/or any areas relating to volunteer health, wellbeing and safety • Work closely with the Events Operations Coordinators to analyse minimum volunteering requirements and to develop the volunteer team structure, event volunteer roles, developing rosters, ensuring evaluation after each event and recommendations and improvements adopted • Administer volunteer rewards and recognition; • Provide updates to the People & Culture Manager regarding volunteer matters; • Work with line manager to produce a streamlined and consistent induction program as required for office volunteers.

Administration	<ul style="list-style-type: none"> • Undertake all administrative duties required for the position • Organise and maintain employee and volunteer records in accordance with Redkite policy and legislation. • Support the People and Culture team with admin related tasks relating to related projects and core focus areas • Work with CRM team to ensure that volunteer data is captured and managed appropriately • Application of the same standards in confidentiality and documentation to personnel records for volunteers as for employees
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Key Competencies and Experience

Experience and knowledge	<p><i>Essential</i></p> <ul style="list-style-type: none"> • 1-2 years Administration and/or HR coordination experience. • Demonstrated ability to handle confidential information • High level communication skills - outstanding written, verbal and negotiation skills • Ability to communicate effectively with a wide range of people, adopting a collaborative approach, and develop and secure effective relationships both on an internal and external level • Exceptional writing skills demonstrating accuracy and attention to detail, and the ability to communicate sensitivity and understanding given the nature of the organisation • Excellent organizational skills and ability to work across areas and prioritise own workload • Ability to work to deadlines in a busy environment - working on multiple project elements at any given time <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Experience in end to end recruitment • Experience supporting and guiding managers and senior managers in the recruitment process • Demonstrated experience in recruitment, conducting interviews and writing role descriptions. • Experience in developing and delivering training • Experience in the not-for-profit sector would be well regarded
Skills & Competencies	<p><i>Essential</i></p> <ul style="list-style-type: none"> • Team player / collaborator • Highly motivated • Flexibility • Understanding & willingness to represent Redkite at events as a integral member of the team as required – sometimes after normal work hours • Creativity

Behaviour Principles: REAL

For all employees of Redkite

<p>Respectful <i>Value others, care & listen</i></p>	<ul style="list-style-type: none"> • Sincerely acknowledge the presence and input of others • Show empathy towards colleagues and clients • Listen with the intent to understand not to reply • Consultative when working with others
<p>Enabling <i>Collaborate, empower & inspire</i></p>	<ul style="list-style-type: none"> • Work cooperatively with a positive attitude to achieve common goals • Encourage colleagues to express their ideas and expand on their abilities • Inspire others to commit to goals by leading by example • Fosters innovative thinking about ways to achieve individual and organisation goals
<p>Accountable <i>Take responsibility, strive for excellence & value learning</i></p>	<ul style="list-style-type: none"> • Confronts problems quickly and proactively • Display a strong commitment to organizational success • Look for opportunities to learn and develop professionally and personally. • Takes reasonable care for the health and wellbeing of themselves and others
<p>Lively <i>Have passion, drive & resilience</i></p>	<ul style="list-style-type: none"> • Tell stories that inspire myself and the people I am talking to • Go above and beyond to achieve greater results • Pursue operational efficiencies and adapt to new ways of working. • Models optimistic and resilient behaviour