

Volunteer role description

Volunteer HR Support Officer

Department	Human Resources
Availability	8 hours
Location	Darwin
Category	Contributing to our operational work

Building an inclusive, diverse and active humanitarian movement based on voluntary service

Role purpose

The Volunteer Human Resources Support Officer will work closely with the HR team to ensure all Red Cross volunteers are compliant with Red Cross policies and relevant legislation.

In Partnership with the Culture and Capability Business Partner, the role will be working towards building capacity in managers to use the online learning system – ELMO. This role will assist in managing, reviewing and developing processes, in a timely and effective manner, to ensure Red Cross are compliant.

Role responsibilities

- Working with HR Team to ensure accurate processing of volunteer on boarding and paperwork.
- Support the Culture and Capability Business Partner to coordinate volunteer inductions, training, managing calendars and distributing newsletters to all volunteers promoting our new learning and development system.
- Ensure Red Cross maintains an active, accurate and reliable database and appropriately follows up with program and regional management across the organisation to stay compliant.
- Manage and build a template library that alleviates time in regular communication with volunteers.
- Identify new opportunities for improvement in maintaining the integrity of data.
- Maintain confidentiality of information obtained

Knowledge, skills and experience

- Experience in managing, working with and/or engaging volunteers
- A passion for Learning and Development and Human Resources
- Excellent administration skills and maintaining accurate records
- Demonstrated organizational skills to manage competing priorities
- Highly developed oral and written communication skills
- Ability to work independently and as part of a team
- Experience in training and assessment and/or public speaking highly regarded

Check requirements

- A National Criminal History Check prior to commencement and renewed every three years (Red Cross will arrange this)
- Working with Children's Check relevant to your state / territory location

Learning and development

- Complete Red Cross online learning modules as required
- Attend Red Cross Volunteer Induction, Program Training and ongoing training as required
- Attend scheduled volunteer meetings, a minimum of two per year

General conditions

We act always in accordance with the Australian Red Cross Code of Conduct and Child Protection Code of Conduct

We are a Child Safe organisation and all volunteers are required to comply with relevant State and Territory legislation requirements

We comply with the Red Cross Workplace Health and Safety management system

We demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way

We may be required to assist the organisation on occasion, in times of national, state or local emergencies or major disasters

In all activities, our volunteers are guided by the Fundamental Principles of the Red Cross and Red Crescent Movement

Humanity

Impartiality

Neutrality

Independence

Voluntary Service

Unity

Universality
