

Volunteer Position Description

Human Resources Volunteer

Reporting to: General Manager Human Resources

Overview:

ActionAid Australia is looking for a volunteer to update ActionAid Australia's Human Resources manual which covers employee rules and regulations.

Work duties:

- Conduct a review of old Austcare HR manual and other ad-hoc HR policies and procedures
- Research into relevant HR policies, rules and regulations and recommend any changes/improvements/additions to ActionAid Australia's HR manual
- Update the HR manual with approved changes and additions

Qualifications / Skills / Attributes required:

- Understanding of good practice HR principles.
- Relevant tertiary education or studying towards qualification in a relevant Human Resources area.
- Excellent research skills.
- Strong attention to detail.
- Strong organisational ability.
- Excellent written communication skills.
- Excellent Microsoft Word computer skills.
- Understanding of or interest in the international humanitarian and NGO sectors
- Must be prepared to sign the ActionAid Australia Confidentiality Agreement and ACFID Code of Conduct

Weekly hours required to fulfil duties:

- 2 days per week (minimum of three months)

TO APPLY: Email cover letter and résumé to: Liz.Mann@actionaid.org

About ActionAid

ActionAid is an international anti-poverty agency working in over 40 countries, taking sides with poor people to end poverty and injustice together. Our vision is a world without poverty and injustice in which every person enjoys the right to a life with dignity.

www.actionaid.org.au