

## AVI Position Description

<b>POSITION TITLE:</b> Recruitment Coordinator	<b>CLASSIFICATION:</b> AVI Band 3 AUD TRP \$73K –\$ 82K	<b>PROGRAM:</b> Australian Volunteers Program	<b>DATE:</b> March 2021
<b>LOCATION:</b> Melbourne	<b>REPORTS TO:</b> Manager, Volunteer Services	<b>POSITIONS REPORTING TO THIS ONE:</b> None	
<p><b>ORGANISATION</b></p> <p>AVI is an Australian not-for-profit organisation committed to achieving economic and social development outcomes across Asia, the Pacific and the world. AVI believes in self-determination with locally owned and led change. We work for a peaceful, sustainable and just world by partnering with people and organisations to share skills, knowledge and experience to achieve the positive change and development goals they seek.</p> <p>As an international development not-for-profit with 150 staff, AVI has offices in Melbourne and 22 countries internationally supporting students, volunteers and mentors in 28 developing countries.</p>			
<p><b>KEY OBJECTIVE:</b></p> <p>Effectively recruit and select suitable volunteer applicants in conjunction with the In-Country Recruitment Officers for overseas and remote assignments based on their skills and expertise. Additionally perform a host of recruitment activities that promote the Australian Volunteers program and encourage potential candidates to apply.</p>			
<p><b>RELATIONSHIPS AND INTERACTIONS:</b></p> <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• In-country Recruiters</li> <li>• Manager Volunteer Services</li> <li>• Mobilisation Coordinators</li> <li>• Learning &amp; Development Coordinators</li> <li>• Public Diplomacy Team</li> <li>• Partnerships Team</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Candidates</li> <li>• Australian Organisations</li> <li>• External service providers</li> </ul>		<p><b>PHYSICAL DIMENSIONS:</b></p> <p>This role requires the ability to:</p> <ul style="list-style-type: none"> <li>• Sit or stand for long periods, as well as regular bending, crouching and reaching.</li> <li>• Use an appropriate lifting technique to manually handle office files and items.</li> <li>• Operate a computer accommodating reasonable adjustments.</li> <li>• React to a display (computer screen) throughout the workday.</li> <li>• Use a telephone within reasonable adjustments (including use of headset).</li> </ul>	
<p><b>DECISION MAKING:</b></p> <p>This role works under the direction of the Volunteer Services Manager, and will undertake a range of tasks and activities requiring the use of acquired skills and knowledge in a specialised field. This role will perform tasks consistent with defined procedures and standards set by AVI and the Australian Volunteers Program, with limited scope to work outside these parameters and make decisions without consultation with the direct Manager.</p>		<p><b>POSITION DIMENSIONS:</b></p> <p>N/A</p>	

**VALUES:**

We expect all our employees demonstrate the ability to uphold AVI Values through behaviour, leadership, and projects. Our Values are: Equity and Social Justice Diversity and Inclusion Integrity Partnership Solidarity Respect

**KEY CHALLENGES**

- Effective management of multiple concurrent projects and competing priorities
- Working to tight recruitment deadlines and targets

**KNOWLEDGE AND EXPERIENCE REQUIREMENTS**

**Experience, Skills & Attributes**

- Demonstrated capability across the end to end recruitment and selection process, in particular behavioural and competency based interviewing techniques.
- Demonstrated success in candidate selection through documented evidence-based selection decision making
- Savvy with utilising different recruitment marketing methods (i.e. traditional and digital) and recruitment activities in order to build brand awareness
- Strong time management skills and working with large volume recruitment and a large client/candidate base
- Well-developed client relationship building skills, networking skills, and interpersonal skills with the ability to liaise effectively with a range of people
- Well-developed problem-solving skills, and oral and written communication skills
- Well-developed computer application skills, including word processing, spreadsheet, email, database entry, and the internet
- Experience with Salesforce is desirable

Knowledge and demonstrated experience in:

- Knowledge and experience in the implementation of a range of recruitment strategies and processes
- Working with recruitment database (Salesforce-based) and handling volume recruitment
- Demonstrated expertise or knowledge in recruiting candidates in at least two of the following occupational sectors - Law, Media / Communications, Community Development, Social Development, Human Resource Management, Health, Education, Engineering, skilled trades, Finance, Management
- Demonstrated understanding of the issues related to cross-cultural placements, preferably achieved through living and/or working in such an environment
- Understanding of and commitment to EEO, child protection and privacy principles

**Qualifications**

- Relevant tertiary qualifications in HR or similar and/or equivalent experience in recruitment

**ACCOUNTABILITIES**

KEY RESULT AREA	KEY ACTIVITIES	PERFORMANCE MEASURES
Recruitment and Selection	<ul style="list-style-type: none"> <li>• Consult with the in-country recruitment officers regarding assessed and interviewed candidates for in-country assignment roles using informed decision making and professional judgement.</li> <li>• Case manage the candidate selection and clearance process, including advertising, screening, short listing,</li> </ul>	<ul style="list-style-type: none"> <li>• Overall recruitment-related activities supporting the achievement of volunteer mobilisation objectives</li> </ul>

	<p>interviewing, reference checking, and ensuring completion of compliance activities required for mobilisation (including but not limited to psychological testing, police checks, qualifications checks).</p> <ul style="list-style-type: none"> <li>• Respond to enquiries regarding volunteering opportunities, recruitment process, and the Australian Volunteers program with potential candidates.</li> <li>• Achieve prescribed monthly recruitment targets as advised by the Recruitment Manager.</li> </ul>	<p>completed in a timely manner.</p>
<b>Administration and Reporting</b>	<ul style="list-style-type: none"> <li>• Accountable for all recruitment related administration, including data-entry into the recruitment database, correspondence, filing, invoicing, scheduling, and reporting</li> <li>• Maintain accurate, appropriate and timely documentation for all applicants.</li> <li>• Maintain routine correspondence with applicants</li> <li>• Provide regular reports for the Manager Volunteer Services and Program staff regarding caseload management and fill rates</li> <li>• Assist with the collation and regular feedback to other sections of AVI regarding internal recruitment process, and applicant and position trends/ implications, with a specific occupational focus as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate reporting of administrative compliance for applicants</li> <li>• Positive feedback received from applicants and volunteers throughout the recruitment process</li> </ul>
<b>Cross- functional Liaison</b>	<ul style="list-style-type: none"> <li>• Maintain collaborative working relationships with appropriate Country staff and Onboarding staff to ensure efficient and effective placement of volunteers</li> <li>• Maintain an up to date knowledge of current country strategies to assist with discussions with candidates, as well as liaising with in-country staff regarding position listings and issues</li> <li>• Maintain collaborative working relationships with the Public Diplomacy staff to ensure appropriate advertising and</li> </ul>	<ul style="list-style-type: none"> <li>• Positive and constructive engagement with other teams leading to continuous improvement of communication and collaboration across teams</li> </ul>

	<p>promotion to support recruitment objectives.</p> <ul style="list-style-type: none"> <li>• Maintain collaborative working relationships with Learning &amp; Development staff to ensure appropriate pre-departure briefings for all selected applicants</li> <li>• Contribute to the management of the talent pool</li> </ul>	
<b>Process Planning, Implementation &amp; Innovation</b>	<ul style="list-style-type: none"> <li>• Participate effectively and collaboratively in team planning activities that contribute to the overall objectives of the Volunteer Services unit and the Australian Volunteers program</li> <li>• Contribute to operational planning and continuous quality improvement of practices and processes for recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Positive and grounded contributions to ongoing team planning</li> </ul>
<b>Team Work</b>	<ul style="list-style-type: none"> <li>• Develop and maintain proactive and productive working relationships with both internal and external stakeholders</li> <li>• Communicate information as appropriate with relevant team members and to ensure they have up-to-date information</li> <li>• Participate in team activities and meetings demonstrating respect and consideration for individual experience and expertise.</li> <li>• Engage in continuous learning and contribute positively to a collaborative and respectful working environment aligned with the culture and values of AVI</li> </ul>	<ul style="list-style-type: none"> <li>• Mutually respectful and collaborative working relationships within and between teams</li> <li>• Positive feedback received from stakeholders</li> </ul>
<p><b>ADDITIONAL REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• In addition to the above, any and all other duties and responsibilities are to be performed as required and consistent with this role</li> <li>• This role may require some work outside of regular hours</li> <li>• Understanding of, and commitment to, EEO and privacy principles</li> <li>• A Background and Security and commercial credit check will be performed as a requirement of this role</li> <li>• An offer of employment to this role may be subject to a satisfactory criminal record check. This may include require appropriate international police clearances if you have lived in a country (or countries) outside of Australia for a period of more than 12 months in the last five (5) years</li> <li>• Continued employment may be subject to additional security checks from time-to-time</li> </ul>		