

Volunteer And Recruitment Coordinator

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Company: Adventist Senior Living

Location: New South Wales

Category: other-general

Who Are We ? Adventist Senior Living is a ministry of the Seventh-day Adventist Church (Northern NSW conference) seeking to enhance the physical, spiritual, social and emotional wellbeing of older Australians through Christ centred care. The organisation has three service offerings in the Lake Macquarie and Northern Rivers regions of NSW: residential aged care, home care and retirement living. These are supported by a centralised corporate team.

The People and Culture team provides centralised services and support to business unit customers. Services include workforce planning, attraction and retention, onboarding and education, workplace health and safety, volunteer coordination, employee relations support and compliance.

The Role The position is a valued contributor to the development and growth of the Volunteer Program and assists in the delivery of P&C services and administration support. The role also works closely with P&C team members and Executive and operational managers in providing P&C services, particularly in relation to staffing and volunteer support. As the Volunteer and Recruitment Coordinator, you will develop the Volunteer Program for Adventist Senior Living to benefit both the organisation and the volunteer and enhance the lives of the residents.

As a valued member of the People and Culture Team you will contribute by:-

Coordinating recruitment activities for Volunteers and for the various functions within the Adventist Senior Living portfolio
Developing the Volunteer Program by creating engaging and rewarding experiences for our Volunteers
Assisting in the coordination and delivery of

People and Culture (P&C) services and by Providing administration, reporting and system support for internal stakeholders This is a full-time role based at our Cooranbong Corporate Office reporting to the Manager – People and Culture.

We are looking for that right person who has:-

Relevant qualifications in human resources or equivalent qualifications and/or experience Computer skills in database systems and the Microsoft Office suite (spreadsheets, word processing). A demonstrated commitment to a positive organisational culture and ASL's signature behaviours of commitment, future, mission, respect and honesty. A proven ability to deliver results and meet client/resident expectations Demonstrated planning and organising skills Strong decision making and initiation skills Strong interpersonal skills An NDIS Workers Clearance or willing to obtain If you are interested and know this is the right role for you, then please forward your cover letter and updated resume to:-

Joanne Brown at on or before the 2nd May 2024.

#J-18808-Ljbffr

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