



## Assistant Manager HR & Operations

Employer: Young Life Australia

Work Type: Part Time

Classification/s: HR/Operations/Admin

Sector/s: Not For Profit (NFP)

Location: Ryde, NSW

Applications close: 8<sup>th</sup> December, 2017

A new part-time position has become available with Young Life Australia. We are searching for a new Assistant Manager to join our team in the National Office located in Ryde, NSW. This is a wide-ranging and varied role which will give you the opportunity to influence and guide our rapidly evolving organization to the next stage of development. The position is initially two-days per week with a view to increasing hours in the future, and there will be scope for you to take on more responsibilities as you grow in the role.

Young Life Australia is a non-denominational Christian charity with a dynamic and unique ministry model based on a relational approach to young people outside the usual reach of the local church. Our mission is to build confidence, resilience and values in Australia's young people through significant relationships with adults who model the love of Jesus Christ. We operate in over a dozen urban and rural communities around Australia.

The Assistant Manager will work closely with the management team to develop and enhance the in-house HR capabilities to cope with ongoing growth in employee and volunteer numbers. A secondary part of the role is to support the smooth operations of the organisation which are geographically spread and diverse.

It is expected that you will have had extensive experience in the HR function of a small to medium size business or not-for-profit organisation. You will need to have had prior hands-on experience in the selection, recruitment and training of employees and volunteers and a good working knowledge of employment law and employment processes. Prior experience in corporate governance and operational risk management will be highly regarded. You will be a self-starter as well as being able to work co-operatively as a member of a close-knit team. You will be a good communicator able to relate well with a diverse range of employees, volunteers, supporters and officials. It is expected that you will be a committed Christian and subscribe to Young Life's Statement of Faith and Values

### REQUIRED SKILLS

- Hands-on experience in HR Management;
- Hands-on experience in managing operations;
- Excellent verbal & written communication skills and ability to connect with a range of stakeholders;
- Self-motivated and ability to work both autonomously and as part of a team;
- Good reporting and process management skills;
- Flexibility to engage in activities after usual hours;
- Accountability to meet set targets & agreed KPIs;
- Committed Christian faith (with reference from your Minister/Pastor).

### HIGHLY DESIRABLE

- Qualified or undertaking a qualification in HR Management;
- Previous experience in hands-on management of employees and volunteers;
- Previous experience in hands-on operations management and knowledge of corporate governance and risk management principles;
- Prior experience in charitable fund-raising;
- Capacity to co-ordinate events;

## **Apply for this job**

Send a resume with a separate application letter addressing the Required and Desirable Skills using examples from your prior work, volunteering, training and education to demonstrate how you meet the required criteria. Two references need to be provided with names & contact details, one of which should be from your Minister/Pastor. You will need to qualify for a Working With Children Check and a National Police Check and sign a declaration that you are not prohibited from working in child-related employment. You must advise Young Life Australia of any pre-existing medical or psychological condition and/or personal situation, which could affect your ability to carry out the employment for which you are applying.

Remuneration package will be discussed at interview.

Send your email to [operations@younglife.org.au](mailto:operations@younglife.org.au).

Contact Llew Morris on 02 9877 5144 for more details.

**Applications close: 8<sup>th</sup> December 2017. Interviews will take place the following week.**