

POSITION DESCRIPTION

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| Role: | Recruitment Project Coordinator |
| Employment Type: | Initial 6-month contract with possibility of extension Full time (4 day a week work arrangements considered) |
| Business Unit/Branch: | People and Communications/Programs and Services |
| Position reports to: | Dual reporting line to Head of People and Culture and Head of Service Delivery |
| Award Classification: | Social, Community, Home Care and Disability Services Industry (SCHADS) Award, Level 4 |
| Salary: | \$85,000 base salary |
| Direct Reports: | 0 |
| Location: | Melbourne, VIC or Sydney, NSW (Sydney preferred) |
| Company overview: | <p>SANE is Australia's leading NGO for complex mental health. We are a medium-sized organisation (100 people with 60 volunteers) but we are driven, passionate and engaged. Our vision is an Australia where people affected by complex mental health issues live long and fulfilling lives, free from stigma and discrimination.</p> <p>We provide unique mental health services to those most in need, including counselling, peer support, groups, online forums and art programs. In addition, we educate, reduce-stigma, advocate and drive systemic change.</p> |
| Position contact: | Name: Jessica Kaaden Email: jessica.kaaden@sane.org |

POSITION PURPOSE

This role is a full time position (flexibility available) and has a dual reporting line to the Head of People and Culture and also the Head of Service Delivery, sitting across both teams. Working in a hybrid fashion, this role can be based out of either SANE's Sydney or Melbourne office (Sydney preferred).

This position will manage recruitment campaigns for our front-line staff, primarily Counsellors and Peer Support Workers. It will project manage these recruitment campaigns from end-to-end and will take charge of all elements of the recruitment process.

KEY RELATIONSHIPS

- People and Culture team
- Service Delivery Managers and Team Leaders
- Learning and Resourcing Coordinator
- External candidates

KEY ACCOUNTABILITIES

- Manage recruitment campaigns for Counsellors and Peer Support Worker roles
- Provide end-to-end recruitment coordination for Service Delivery roles, with the potential to provide support to non-service delivery roles depending on capacity
- Project manage recruitment activities end-to-end for multiple roles simultaneously:
 - Plan a timeline for recruitment activities, and proactively book out time in calendars in advance
 - Liaise with the People and Culture team to arrange for roles to be advertised
 - Manage and respond to candidate queries
 - Shortlist candidates based on the key selection criteria
 - Coordinate all assessment activities including written exercises and interviews
 - Sit on interview panels and assess candidate suitability
 - Complete reference checks as per the agreed template
 - Liaise with the Learning and Resources Coordinator on rosters to coordinate offers to candidates based on their availability
 - Liaise with the People and Culture Team to arrange for contracts and pre-employment checks
 - Liaise with the Learning and Resources Coordinator and People and Culture Team to organise onboarding and induction

- Keep records of all recruitment activities and maintain a recruitment tracker spreadsheet
- Provide back-up to the part-time Learning and Resources Coordinator to support rostering
- Other tasks as required

SELECTION CRITERIA

Essential Requirements

- Experience in mental health service delivery and familiarity with the requirements and roles of Counsellors and Peer Support Workers
- Strong coordination and project management skills and demonstrated ability to ensure tasks are on track
- Good people and communication skills, with a friendly, approachable and “can do” attitude
- Very organised with fantastic time management skills
- Experience in recruiting front-line roles either as a Hiring Manager, team member or Recruiter

Desirable Requirements

- Experience managing end-to-end recruitment campaigns
- Familiarity with rostering principles
- Experience using recruitment systems

PRE-EMPLOYMENT CHECKS

All appointments to SANE are subject to reference checks and criminal record checks. Some positions may also be subject to a medical check and/or 'Working with Children Check'.

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| Date PD Adopted: | August 2022 |
| PD Review Date: | August 2024 |