



Recruitment Officer Volunteering (North) – Full-time Position

City Mission is seeking a Recruitment Officer Volunteering to work alongside the Manager Volunteering in attracting and onboarding volunteers for City Mission's Social Enterprise and Client Service operations. The position is based at our Youngtown Mission Store.

Primarily, the Recruitment Officer Volunteering will be responsible for interviewing, inducting, and placing volunteers, as well as liaising with the agencies that supply volunteers. They will also be responsible for all relevant data entry, file compliance and administration as required to ensure the effective mobilisation of Launceston City Mission's large volunteer workforce.

Selection Criteria

Essential Qualifications/Experience:

- Experience in staff (paid and unpaid) recruitment.
- Effective interviewing and listening skills.
- Systems focused with a high-level attention to detail.
- Database management experience.
- Ability to work in a fast-paced environment, and to prioritise to meet conflicting deadlines.
- Excellent written and verbal communication skills.
- Ability to work within a varied and geographically diverse team to achieve common goals and deadlines.
- Competent in MS Office.
- Driver's licence (with no restrictions).
- National Police Check is required for all roles at LCM (or willingness to obtain).
- Working with Vulnerable People check (or willingness to obtain).

Desirable Qualifications/Experience:

- An understanding of Work for the Dole and Mutual Obligation recruitment procedures and legislation.
- Ability to work with external agencies to achieve mutually beneficial results.
- Awareness of the idiosyncrasies of a volunteer workforce.
- Previous experience in Community Services or Human Resources is favourable.
- Experience or demonstrated capacity to work in an organisation adopting a Christian ethos.

If you have a passion to work as part of a dynamic, friendly team in a caring compassionate environment, knowing that the activities of our organisation are directed towards services provided to those at risk in our community, we encourage you to apply.

Please send your application **addressing the selection criteria** and your ability to effectively perform the primary tasks above to the Manager People & Culture, City Mission, PO Box 168, Launceston, or upload it to the SEEK website.

A full job description is available by phoning 6335 3000 during office hours, by emailing office@citymission.org.au, or via our website – www.citymission.org.au/support-us/work-with-us

Applications close on Monday 12th June 2023 at 9:00am.