



Manager, Human Resources

About Us

HerSpace believes in a world where girls and women are free from sexual exploitation, a world where they can choose their own direction.

HerSpace works with women and girls who self-identify as being affected by sexual exploitation. We seek to empower them by providing holistic therapeutic support to address the emotional, psychological and physical impacts of trauma, and build pathways out of exploitation. Our model of support places these women and girls at the centre of their healing process as we believe they are the experts of their lives, needs and choices.

Job Purpose	The primary purpose of this role is to support the Chief Operations Officer (COO) and Chief Executive Officer (CEO) in the development and delivery of HerSpace's contemporary human resources function.
Values	<p>HerSpace is a values driven organisation, which aims to embody the following core values in all of our work, both at an organisational and individual level:</p> <ol style="list-style-type: none"> 1. We strive to search for new and innovative ways to overcome obstacles and empower action. 2. We work collaboratively and participate equally as team members wherever possible. 3. We communicate respectfully, clearly and honestly often to avoid misunderstandings and share valuable feedback.

	<p>HerSpace supports our volunteers to embody the organisation's feminist values through the work they do. This means working in collaboration, encouraging participation and partnership, and analysing and challenging power differences due to structures such as gender, race, sexuality, disability, hierarchy and class.</p>
<p>Key Selection Criteria</p>	<p><i>Necessary:</i></p> <ul style="list-style-type: none"> ● Understanding of contemporary HR practices & metrics (along an employee / volunteer life cycle continuum), is proficient in their use, and understands how organisations develop and the key HR capability required ● Well-developed understanding of, and skills in drafting, HR policies ● Intermediate level of Computer literacy (email, word, and excel) ● Capability and willingness to mentor and impart knowledge to HerSpace's Management and leadership teams to support them in their people management responsibility ● Ability to work with people at all levels in an organisation from Officers to CEO to Board level with a bright and friendly demeanour ● Proven ability to take initiative and work autonomously, at times with little supervision ● Alignment with HerSpace's vision, mission and values <p><i>Preferable:</i></p> <ul style="list-style-type: none"> ● Understanding of the Not for Profit sector and the sector in which HerSpace operates
<p>Specific Responsibilities</p>	<p>Specific Responsibilities</p> <ul style="list-style-type: none"> ● Ensure there is a robust people policy / procedure platform that guides management and the broader workforce in executing their responsibilities, including the Board

	<ul style="list-style-type: none"> • Deliver contemporary HR practices for all stages of an employee's / volunteer's engagement cycle: Recruitment and Selection; on-boarding; induction / orientation, performance / satisfaction processes; development and transitions • Develop a suite of people metrics that enables monitoring and reporting on HerSpace's employment / volunteer workforce's health • Provide mentoring support to HerSpace's leadership and management team in their management and leadership of HerSpace's workforce • Facilitate HerSpace's desired culture through employee / volunteer engagement and enable HerSpace to be recognised as a high performing, values-based, organisation
Workload (weekly hours)	4 - 6 hours per week.
Regular commitments (meetings etc.)	<ul style="list-style-type: none"> • Attendance at fortnightly meetings with COO • Attending HerSpace events and planning days • Monthly meetings with Manager, Finance to ensure all paid-employment matters are reconciled
Internal and External liaison	<p><i>Internal</i></p> <p><i>External</i></p>
Supervisees	N/A
Reporting to	Chief Operations Officer
Duration of Position	Ongoing - 12 months minimum

Reviews

HerSpace is keen to ensure that the volunteering experience is mutually beneficial and to this end, has initiated regular satisfaction / performance review processes with their volunteers. The first of these reviews will occur at the end of second / third month (as per agreement) after the commencement of your volunteer assignment, and 3 – 6 monthly thereafter.

Police and Working With Children Checks

HerSpace may offer you a volunteer role which is conditional upon our receipt of a satisfactory National Police Check.

Additionally, all HerSpace volunteers are expected to hold a voluntary Working With Children Check.

Application Procedures

To apply for this role, follow these steps.

1. Please complete a cover letter responding to the Key Selection Criteria of the position, and send it with a copy of your CV to Emily Hanscamp at recruitment@herspace.org.au, using the job title as the subject line.
2. Please be sure to address the Key Selection Criteria in your covering letter with tangible examples of your experience

Timeframes

Interviews will be allocated within 2 weeks of closing date, interviews take 1-2 weeks, and the role will be given 2 weeks following interviews. All applicants will be notified of their progress once the position has been successfully filled.