



Staff Position Description

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| Date: | November 2021 |
| Title of position: | People and Culture Manager |
| Report: | CEO / Head of Operations |
| Hours: | 0.6 – 0.8 FTE (negotiable) |
| Location: | Richmond, Melbourne / Work from home |
| Salary: | SCHADS Level 4 (based on experience) plus super and leave loading |

ABOUT US

SisterWorks is a not-for-profit social enterprise, with its head office based in Richmond, Melbourne.

SisterWorks' mission is to enable women from refugees, asylum seeker or migrant backgrounds women to have the opportunity to be confident, independent and learn new social and vocational skills to improve their economic outlook. SisterWorks does this through providing learning opportunities in a safe environment where Sisters can build their skills and community, and gain both the knowledge and the confidence to seek employment or further study. Our vision is an Australia where all migrant women are given the opportunities to become economically empowered.

The SisterWorks model, 'Work Empowers Women', is centred around empowerment, fostering a sense of independence and providing opportunities for building a community, learning new skills, and earning an income. This is achieved via our Empowerment Hubs in Richmond, Bendigo and Dandenong, as well as through our online learning platform, the SisterWorks e-hub.

SisterWorks has been able to expand the reach of its model via an exciting partnership with UN Women. This partnership has provided a platform for growth, transformation and enhanced external advocacy opportunities and influence, and enabled the organisation to expand its reach outside of Melbourne into regional Victoria. During this period of growth, SisterWorks has remained committed to seeking engagement and guidance from the women it supports, and is constantly looking for new ways to positively impact on the lives of more Sisters.

ABOUT THE ROLE

The role is a newly created position at SisterWorks. The People and Culture Manager is responsible for the development, and management of the People and Culture function of SisterWorks, including Volunteer Management and OHS, and is responsible for delivering outcomes that enable the most effective and efficient management of its staff. Specifically, this position is expected to lead the delivery of services within people and culture and to



execute initiatives that support the full employee and volunteer lifecycle and the needs of our expanding organisation.

The successful candidate will assume ownership and responsibility for the development and review of policies and procedures governing our people and culture and ensure that they are relevant, up to date, safe, and aligned with SisterWorks' objectives.

In addition, the People and Culture Manager will provide strategic advice, operational support and coaching to SisterWorks' staff and management in relation to people and culture matters. This is a key advisory role, providing the Chief Executive Officer and Head of Operations with advice in relation to:

- Employee Relations and Awards;
- Policies and Procedures to support operations;
- The overall management of SisterWorks' network of volunteers;
- Fostering an organisational culture that recognises staff achievement, promotes staff engagement and retention, delivers enhanced workforce capabilities, leadership, and culture; and,
- Workforce (including volunteers) and succession planning.

ABOUT YOU

To succeed in this position, you will have significant experience in a senior human resources role, preferably as a people and culture manager within a social enterprise or not for profit environment; combined with relevant qualifications.

You are a true human resources generalist with experience in managing the entire employee lifecycle. You will be comfortable with high-level strategic planning, as well as rolling up your sleeves to be hands on with the administrative aspects that are required. Your wealth of experience means that you're confident as a mentor and able to provide effective onboarding and training to staff and volunteers.

Your interpersonal and relationship-building skills include the ability to advise and support different stakeholders across the organisation.

Essential to your success will be your proven track record in policy and procedure development, budgeting, OH&S, performance management, understanding legislative requirements.

You have values consistent with the organisation and a working knowledge of accessibility and social inclusion that form the basis of your approach to stakeholder engagement.

Essential criteria:

- Tertiary qualification in Human Resource Management and proven experience in a Human Resources leadership role;



- Demonstrated capacity to provide strategic advice in relation to Human Resources matters;
- Broad knowledge of statutory and award obligations of employers, particularly in relation to employment law and OHS;
- Excellent planning, organisational and analytical skills;
- Demonstrated ability to communicate, verbally and in writing, effectively and empathetically with all levels of staff;
- Demonstrated ability to implement change

In return we offer:

- An ethical workplace culture and flexible approach to our work including flexible working hours;
- Four weeks annual leave and leave loading 17.5% and 10% superannuation;
- Salary packaging benefits;
- A rewarding work environment and opportunity to be part of an organisation committed to empowering migrant, refugee and asylum seeker women.

This is a part-time position (negotiable) with flexible working hours. Those with lived experience as a migrant, refugee and asylum seeker are encouraged to apply.

To be eligible for employment with SisterWorks you must be legally entitled to work in Australia and have satisfactory background checks prior to employment, such as mandatory police check and working with children check.

INTERESTED TO APPLY? Please email your application to admin@sisterworks.org.au, using the subject line: People and Culture Manager application. Applications must include a CV and cover letter addressing the essential selection criteria and how you feel your experience meets the key roles and responsibilities of this position.

For further information please contact: Tania Lewis, tania@sisterworks.org.au