

Position Description

Position title	Human Resources Coordinator
Location	8-10 Palmer Street, Parramatta
Reporting to	Chief Operating Officer (COO)
Role Type	Part-time (3 days per week)

Our Values

Hope – The courage to believe in what's possible

Dignity – We honour each other's inherent worth

Connection – Together we achieve

Community – Engaging the power of networks for growth

Our Purpose

To build a support network that gives voice and agency to male survivors and their supporters.

We believe

Male survivors of childhood sexual abuse can recover, support others to thrive and be leaders in change.

Our Vision

A world in which male survivors of childhood sexual abuse can easily access support and find understanding and acceptance.

Position Purpose

The Human Resources (HR) Coordinator provides practical HR and administrative support to the Chief Operating Officer (COO) across the employee lifecycle. The role assists with recruitment, onboarding, employee records, compliance, payroll administration, policy implementation and staff wellbeing initiatives, helping to ensure SAMSN remains a professional, compliant and people-focused organisation.

Position Accountabilities

Recruitment and Onboarding

- Coordinate recruitment activities including advertising, interview scheduling and candidate communications.
- Prepare employment contracts, position descriptions and onboarding documentation.
- Coordinate new starter induction processes and maintain onboarding checklists.
- Ensure required pre-employment checks are completed, including Working with Children Checks and police checks where required.

HR Administration

- Maintain accurate employee records.
- Monitor probation periods, contract renewals and key employment milestones.
- Assist with the preparation of HR reports and workforce information.
- Support employee compliance with organisational policies and procedures.

Payroll and Employee Support

- Assist with payroll administration, including leave and employment variations.
- Respond to routine staff HR enquiries.
- Coordinate staff wellbeing initiatives and learning & development activities.
- Support managers with performance review and probation processes.

Compliance and Policy

- Assist the COO with maintaining HR policies, procedures and employment documentation.
- Monitor legislative and compliance requirements relating to employment and workplace practices.
- Support workplace health and safety administration and staff compliance requirements.
- Maintain confidentiality and ensure secure handling of employee information.

Selection Criteria

Essential

- Experience in HR, people and culture or a related field.
- Strong organisational skills with excellent attention to detail.
- Ability to manage multiple priorities, set and meet deadlines.
- Strong written and verbal communication skills.
- High level of discretion and a commitment to confidentiality.
- Proficiency in Microsoft Office and HR/payroll systems.

Desirable

- Qualification in HR, Business Administration or a related discipline.
- Experience in the not-for-profit or community services sector.
- Knowledge of the Fair Work Act, SCHADS Award and contemporary HR practices.

What we offer

- Flexible part-time work arrangement (3 days per week).
- Opportunity to contribute to a mission-driven organisation creating positive change for survivors of CSA.
- Supportive and values-based workplace culture.
- Professional development opportunities and ongoing supervision.

SAMSN is committed to providing a safe, inclusive and diverse workplace and encourages applications from people with lived experience, Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds, people with disability and members of the LGBTQIA+ community.