



POSITION DESCRIPTION

Job Title: People & Culture Coordinator
Reports to: People & Culture Director
Location: Victoria, flexible location Ballarat or Melbourne preferred.

INTRODUCTION

Conservation Volunteers Australia is a national, cause-based organization, established in 1982. We exist to make a difference – specifically, our purpose is *to strengthen the health of our communities and our ecosystems for mutual benefit* and the difference that we make is the sum of our on-ground and in-community impacts.

We are Australia's conservation engagement experts. In Australia, our whole of organisational 2026 goal is to build and activate a national community of 1 million nature stewards. We provide our community with inspiration and opportunities to take action for nature in ways that are good for them and good for nature. We achieve this activation and deliver our purpose through five campaigns:

- Greener Cities – Reconnecting people with nature in cities and towns
- Revive – Reducing threats to sensitive aquatic and coastal environments
- Green Links – Repairing habitats for expansion and movement of native wildlife and plants
- Wild Futures – Helping species and places in special need
- Future Stewards – Sharing our skills, knowledge and passion with learners of all ages

SUMMARY STATEMENT

The People & Culture Coordinator is responsible for implementing professional and dynamic HR and training solutions for the employees of CVA and CVNZ. Working within the People & Culture team, this position is suited to a professional that values integrity, confidentiality and ethical conduct while building working relationships with diverse personalities across the organisation.

The People & Culture Coordinator will work closely with the People & Culture Director to deliver the CV Workplace Culture Plan, monitor employee action plans and professional development plans, coordinate internal and external training, and to develop policies and procedures for continuous improvement in line with relevant legislation.

DUTIES

All CVA Employees

- Maintain a strong focus on Workplace Health and Safety and actively provide leadership to ensure all operations maintain a strong safety culture
- Increase community awareness through the promotion of CVA's purpose our Campaigns and projects
- Work in accordance with CVA Policies & Procedures and the Employee Code of Conduct
- Actively contribute to maintaining team morale & motivation
- Respond within approved procedures in the case of an accident or emergency
- Exhibit high standards of professional and personal behaviour

HR

- Activate and coordinate HR approval processes
- Lead end-to-end recruitment in accordance with policy and procedure for Australia and New Zealand
- Assist with the preparation of employment contracts and contract variations for Australia & New Zealand
- Update People & Culture Policies and Procedures in collaboration with the People & Culture Director

- Maintain accurate and current Organisational Chart and approval workflows
- Coordinate and implement the LinkedIn Recruiter platform and other recruitment mechanisms
- Promote the services of the Employment Assistance Program to employees
- Monitor and support the implementation of the CV Induction Program
- Coordinate and implement annual refresher training for all employees
- Maintain and update HR records on Employment Hero
- Complete the Access EAP Mental Health Ambassador training and provide support within the guidelines provided
- Conduct internal HR audits in accordance with annual schedule
- Coordinate the implementation of performance reviews

Workplace Culture Plan

- Attend, participate in and take the minutes of Culture Plan working group meetings
- Provide administrative support to the working groups in the development of initiatives
- Conduct research on initiatives and present to the working groups
- Assist the People & Culture Director with the development and planning requirements of the Culture Plan initiatives
- Provide coordination and logistical support to the implementation of Culture Plan events and initiatives
- Implement the Safety Awards and Volunteer Awards programs annually
- Administer internal forums including *Buddies Without Borders* and the hosting of *Friday Download*

Training

- Support managers in accessing external training options for employees that align with the approved professional development plan
- Follow up outstanding internal training requirements
- Update training materials as directed
- Assist with the administration of the GO1 platform
- Maintain the Learning Outcomes library of all CV training

Administration/Other

- Maintain People & Culture information and resources on the intranet
- Manage other internal data including recruitment and workflows
- Monitor compliance in accordance with People & Culture Policies and Procedures
- Direct appropriately incoming calls and emails
- Other duties as directed

ESSENTIAL QUALIFICATIONS & EXPERIENCE

- Qualifications in Human Resources or Business
- Minimum 3 years' experience in end-to-end recruitment
- Experience with LinkedIn Recruiter
- Digital skills and experience with website and social media recruitment
- Workplace culture project planning and implementation experience
- Internal and external customer service experience
- Diverse experience with database and systems
- Strong administrative skills
- Driver's License
- National Police Check

DESIRED QUALIFICATIONS & EXPERIENCE

- Industrial relations experience

KEY PERFORMANCE INDICATORS

- Maintain with accuracy and timeliness the P&C resources on the intranet, including organisational chart, policy and procedure updates
- Develop and implement workplace culture initiatives within budget and timelines
- Improve employee engagement in workplace culture initiatives
- New employee Induction Program implemented consistently for all CV employees in accordance with procedure
- Maintain an interesting and varied Friday Download program, hosting to maintain and grow attendance numbers
- HR records maintained with accuracy and in accordance with procedures

- Employee induction and refresher programs implemented for all employees
- Administrative responsibilities completed with attention to detail and within required time frames

KEY SELECTION CRITERIA

- Demonstrated experience with end-to-end recruitment processes including in digital platforms
- Demonstrated experience in driving workplace culture initiatives in the workplace
- Strong project coordination skills with a focus on attention to detail
- Excellent interpersonal skills, the ability to maintain confidentiality and to be professional in difficult situations
- Advanced computer skills with the ability to learn new programs and systems
- The ability to recognise competing tasks, prioritise work and seek support to ensure deadlines are met

RESPONSIBILITY & ACCOUNTABILITY

The People & Culture Coordinator is directly accountable to People & Culture Director.

The role will also work in collaboration with all teams within CVA and CVNZ.

FINANCIAL DELEGATION AUTHORITY

The People & Culture Coordinator has a Grade 5 financial delegation in the QCC Department.

WORKING CONDITIONS

This position may require occasional local and interstate travel,

Some out of hour's work is expected in this role, with Time Off In Lieu (TOIL) available to be taken in accordance with the TOIL policy.

In addition to the starting salary, employer superannuation guarantee, according to current legislation, and 17.5% annual leave loading will be paid.

OUR COMMITMENT TO CHILD SAFETY

Our organisation is committed to child safety.

We want children to be safe, happy, and empowered. We support and respect all children, as well as our staff and volunteers. We are committed to the safety, participation, and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. Our organisation is committed to preventing child abuse and identifying risks early and removing and reducing these risks. Our organisation has robust human resources and recruitment practices for all staff. Our organisations is committed to regularly training and educating our staff on child abuse risks.

We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability. We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.