

ROMAC ROLE DESCRIPTION

ROLE TITLE: **HR Coordinator**

ROLE TYPE: Volunteer, Consultant

LOCATION: Australia or New Zealand, virtual with email hr@romac.org.au.

SUPERVISOR/MANAGER: ROMAC Deputy Chair

MAIN DUTIES/RESPONSIBILITIES:

- Maintain the volunteer database and record
- Maintain HR policies and procedures
- Maintain up-to-date Role Descriptions for all ROMAC positions
- Assist with the recruitment of volunteers including managing:
 - Advertising and Application process
 - Selection process
 - Appointment process including Code of Conduct and Child Safe administration
- Coordinate Induction and Role-specific Training Programs, ensuring all training is evaluated
- Advise supervisors on the volunteer performance management process
- Advise supervisors on the volunteer term extension and termination process

SKILLS & EXPERIENCE

Qualifications:

- Human Resource Management qualifications are an advantage but not essential
- Training qualifications are desirable

Experience:

- While not essential, it is desirable for an applicant to have experience in Rotary or Rotaract
- Experience in Human Resource Management is an advantage as is having a working knowledge of adult learning

Skills:

- Management and organisational skills
- Very competent with information technologies
- Excellent interpersonal and conflict management skills
- Excellent verbal and written communication skills
- Organised and able to meet deadlines

PERFORMANCE GOALS:

- Implement human resource management practices in a manner that obtains, inducts, trains and evaluates the most appropriately skilled and experienced people in all ROMAC roles
- Make informed decisions and communicate them in a timely manner to the ROMAC Board
- Represent ROMAC appropriately at all times, as per the ROMAC Code of Conduct

Role Description Name: HR Coordinator	Version: Final
Prepared by: Maggie Alexander, HR, Training & Recruitment Chair	Date: 19 May 2025
Approved by: Glenys Parton, Chair; Peter Garnett, Deputy Chair	Page: 1