



SHINE for Kids®

We are **passionate** about **transforming** the lives of **children**, young people and **families** affected by the **criminal justice system**

JOB TITLE	People and Culture Administrator
REPORTS TO	People and Culture Manager
DIRECT REPORT	Nil
INTERNAL STAKEHOLDERS	<ul style="list-style-type: none"> • All SHINE for Kids employees, volunteers and students • Child Safety Officer
EXTERNAL STAKEHOLDERS	<ul style="list-style-type: none"> • Young people and their carer's and families • Juvenile Justice Correctional Centre Staff and Management • Government Departments • External Contractors • Community Agencies, RSL and Soldier On
LOCATION	Head Office
	2 -3 days

SHINE for Kids is the only national charity to provide services to support children and young people from infancy through to reaching adulthood at 18, our programs operate in secure, open custody, and transitional correctional facilities throughout NSW, ACT, VIC and QLD, and encompass:

- Mentoring
- Casework and Parenting
- Supported Transport
- Onsite Engagement Facilitation including Child and Family Centres and supported prison visits
- Aboriginal Program
- Educational Support
- Carer Support

SHINE for Kids programs are designed to provide positive opportunities to reduce the likelihood of children transitioning into child protection and justice systems, help avoid family fragmentation, and to reduce both juvenile and adult recidivism.

JOB PURPOSE

To support the People and Culture function in operational and administrative tasks and supporting the recruitment function.

DUTIES AND RESPONSIBILITIES

- Provide administration support to recruitment function such as posting job ads, booking interviews, sending invites and conducting reference checks.
- Processing volunteer EOIs and manage volunteer enquires in a timely manner
- Maintain spreadsheets
- Ensuring the database and records is correctly maintained and updated in a timely manner

- Assist with completing relevant checks (like a police check, CSNSW paperwork, working with children check etc)
- Follow all SHINE safety policies and procedures.

Other duties

Other duties, tasks and projects as required based on the:

- The person's demonstrated skills and abilities
- Relevant/related qualifications
- Previous experience
- Adherence to and not in any conflict with or breach of any SHINE for Kids:
 - Policies and procedures
 - Code of conduct
 - Guidelines for adhering to professional role boundaries

PERFORMANCE IMPROVEMENT AND EVALUATION

- Participate in ongoing training and professional development activities
- Attend meetings and training as required
- One on one catch up on a regular basis

WORKPLACE HEALTH AND SAFETY

- Have an understanding and adhere to work, Health and Safety policies and procedures to ensure the health and safety of yourself and others at the workplace at all times
- Report all WHS hazards and incidents as per policy requirements and actively participate in any corrective actions that may arise post reporting
- Ensure your personal health and wellbeing is supported via sound self-care practices and the use of the SHINE for Kids Employee Assistance program
- Work within all specific Corrective Services NSW WH & S requirements when working within Corrective Services environments.
- Where required, conduct risk assessments on programs and activities to ensure the safety of staff, volunteers, children and their families, inmates and others
- Be aware of strategies to maintain personal health and wellbeing (eg: using the SHINE for Kids Employee Assistance Program).

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Everyone at SHINE for Kids from Executive staff to volunteers take seriously our commitment and responsibility to safeguarding children and young people across all of our programs and services in a supportive environment that is caring, safe, nurturing, free from bullying, abuse, exploitation and neglect. As an employee of SHINE for Kids, you are required to meet the behaviour standards outlined in our SHINE for Kids Safeguarding Children Statement and Practice and behaviour' guidelines / 'Safeguarding code of conduct. You will receive a copy of these guidelines or code as part of your letter of employment. You can also access a copy of this statement on the SHINE for Kids Website.

Therefore as part of your duties and responsibilities, you are required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain valid 'working with children' documentation
- Undergo periodic 'national criminal history records' checks

- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

KEY PERFORMANCE INDICATORS

- Ensure all tasks are completed in a timely manner
- All paperwork is correct and up to date

EDUCATION/LICENSES/INDUSTRY EXPERIENCE

- Current Working with Children Check (Paid)
- Working with Children Check

KEY SELECTION CRITERIA

- Key interest in human resources
- Strong administration experience
- Excellent verbal and written communication skills

SKILLS AND ATTRIBUTES REQUIRED

- Self starting initiative, trustworthy, reliable and able to complete tasks
- Demonstrated computer literacy and experience with the Microsoft Suite (PowerPoint, Word, Excel, Outlook Express, Publisher) and previous experience with the use of in-house databases

TRAINING REQUIRED

Provided by SHINE for Kids

- Orientation training in regards to the policies, procedures and practices specific to this role
- Work Health and Safety Training
- Cultural awareness training

Provided by Office of the Children's Guardian

- Child Safe eLearning – online

ACKNOWLEDGMENT

I acknowledge that I have read and understood the requirements of this position.

Volunteer Name:

Volunteer Signature:

Date:

