



Engaging the community in a celebration of locally grown food

Position Description

Position: Human Resources Co-ordinators
Location: Samford, Queensland

The role:

The HR Co-ordinator is part of team responsible for developing Millen Farm's HR Framework. This is a great opportunity to create, from scratch the policies, tools and systems that will get a new organisation from the visioning phase to a functioning business.

Some of the work that has occurred to set our foundations includes a governance document, presenter's contract, volunteer register and a green fields enterprise agreement is under development. We have also been working on establishing ethics and values because we are committed to creating a positive workplace culture from the start.

The HR team has a 12 month plan which includes:

- Organising training for our Board and Steering Committee on not for profit governance and operations
- Developing induction resources and running induction sessions with groups of new volunteers
- being onsite at working bees to look after the needs of volunteers
- creating a delegations matrix
- Recruitment of a Farmer and other paid positions
- Recruitment and management of volunteers
- Payroll process: creating appointment letters, looking after our super and tax obligations, creating a timesheeting system/process
- Creating role clarity between functions.

Because this organisation is so new, the work can be matched to your availability and interests. You will be supported by a senior, qualified HR professional with almost 20 years' experience so someone wanting to gain work experience is very welcome and will be well supported.

Team leader:
Elizabeth Billing, HR Manager
0412 840 438
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Please contact Liz directly to discuss

GROW