



Executive Committee

Director of HR

Position Description

REPORT TO: President

TIME COMMITMENT: 5-8 hours/week

LENGTH OF TERM: 12 months

Key roles and responsibilities include

- Coordinate and administer all HR-related activities of the organisation. This includes:
 - Recruitment of highly competent and driven individuals that are a value-add to the organisation.
 - Coordinate professional development workshops
 - Coordinate the measurement of volunteer satisfaction
 - Coordinate annual Team Debrief Sessions for ACHSC teams upon request
 - Coordinate multiple social events within ACHSC throughout the year
 - Plan and implement methods of alumni engagement
 - Identify opportunities for improvement of ACHSC membership experience

What you will get out of it

- An excellent learn-by-doing experience to strategically develop and implement talent management strategies for a non-profit organisation. The opportunities to participate in a wide range of projects will bring significant exposure to talent selection, organisational culture and learning and development strategies - a very exciting opportunity for someone with their sights set on gaining more experience in HR!

Key Characteristics

- Effective organisation and time-management skills.
- Excellent professional and interpersonal communication skills
- Relevant human resources management experience or degree is favourable
- Experience with ACHSC is favourable
- Genuine interest in not-for-profits and social entrepreneurship

The ACHSC hopes to nurture a generation of cancer-literate individuals armed with the knowledge to make a substantial contribution towards realising a world free of cancer.

Apply at <https://goo.gl/forms/CB1uB8vWzYgxwsXl2>