

# DIRECTOR OF PEOPLE AND CULTURE



Oaktree is an ambitious not-for-profit with the mission of young people leading, demanding and creating a just world. Our volunteers are our biggest strength at Oaktree, so it's incredibly important to efficiently recruit, train and maintain a strong volunteer base.

As the Director of People and Culture, you will lead this area of work by creating strategy and managing a team of volunteers to deliver it. You'll sit on our Extended Leadership Team and collaborate with others across the organisation and the country. Best of all, you will lead an incredible team of volunteers as committed as you are.

## As Director of People and Culture, a typical day might look like:

- Having 1:1 meetings with the people you manage, supporting them and helping them work effectively.
- Developing strategies and processes for recruitment, on-boarding, training, diversity, and inclusion.
- Meeting with external organisations offering consultations and insights into our work, and attending events to represent Oaktree.
- Running a team meeting with the amazing People and Culture Team, followed by a super cute team lunch.
- Organising Oaktree's National Conference and/or team retreats.

**TIME COMMITMENT:** ~12 hours per week | This is a voluntary position

**REPORTS TO:** Thenu Herath | Chief Executive Officer

**FOR QUESTIONS:** Jenny Tran | [j.tran@theoaktree.org](mailto:j.tran@theoaktree.org)

**APPLICATIONS CLOSE:** Monday 28th June 2021

## Who we are looking for:

- You are a people person who can support and guide the volunteers they manage.
- You are passionate about people and culture, and committed to always growing your knowledge.
- You aren't afraid of stepping into new and exciting work, and leading others.
- Has great written and verbal communication skills.
- Feels comfortable working independently and in a team.

***We value will over skill, determination over degrees, and passion over years of experience. So go for it. Put your name forward.***

## What you will get out of it:

- Gain experience in developing and implementing recruitment, training and diversity strategies.
- Build your personal and professional network in an amazing community.
- Make an impact in Australia and globally that provides young people with the opportunity to thrive.
- Be increasingly exposed to new and exciting opportunities.
- Have the support to learn and develop a whole range of skills, including leadership and management experience.

**APPLY AT:** <https://form.typeform.com/to/ZGWCpD25>