

## Volunteer Vacancy

# Human Resource Support - Recruitment and Selection

Interested in supporting Mary Potter Hospice to recruit and select volunteers for existing vacancies and new exciting volunteer roles?

### Role Responsibilities

To support the Volunteer Services team to develop volunteer job descriptions and recruitment adverts, and screen and hire applicants. The role is designed to assist the Hospice to have a full complement of volunteers at all times. The main tasks include:

- Gathering information to create job descriptions
- Updating existing volunteer job descriptions and creating job descriptions for new roles
- Advertising volunteer roles using traditional and innovative recruitment strategies
- Shortlisting applicants, organising and conducting interviews
- Completing police vetting and reference checks

### Person Requirements

The role would suit a person who wants to apply their existing human resource (HR) expertise, a person studying a HR related field, or a new HR graduate wanting to apply and develop their learning. The position requires excellent administration and Microsoft Office suite skills, and high-level verbal and written communication skills.

### Commitment

Approximately 4 hours per week or 6 - 8 hours per fortnight (day and time flexible).

### Location

Flexible - Newtown, Kapiti or Porirua base, plus the option to do some of the work from home.

### Interested?

If you would like to be part of our team here at Mary Potter Hospice, we would love to hear from you.

Please contact: Volunteer Services, (04) 381 0475 [volunteer@marypotter.org.nz](mailto:volunteer@marypotter.org.nz)

You can find more information about Mary Potter Hospice and our application form on our website [www.marypotter.org.nz](http://www.marypotter.org.nz) Please forward a copy of your CV and a cover letter with your application

Applications close Friday 30<sup>th</sup> March at 5pm