

Human Resources Coordinator

South East Flexible Schools Network works with young people who are disengaged from mainstream education with the aim of re-engaging them in creative, meaningful and intentional learning. Our schools work with young people through a trauma informed approach respectful to the educational needs of each learner.

The Role:

- We are seeking a Human Resources Coordinator to support our operations in Victoria, New South Wales and Tasmania.
- We are extremely serious about keeping our staff and complex young people safe and you will be entering a compliance heavy space, but you will also be joining a team that supports, develops, laughs and walks alongside our staff and young people
- You will be employed on an ongoing basis, commencing ASAP, and will be employed under the Victorian Catholic Education Multi Enterprise Agreement 2018
- The role is based in our Carlton office, with travel to school sites

You will need:

- Tertiary qualification/s in Human Resource Management, Industrial Relations, Business, or equivalent with a passion for HR
- Ability to hold a Working with Children Check (Vic & NSW) and Working with Vulnerable People (Tas)
- Ability to commit to and work within our Operating Principles; **Respect, Participation, Safe and Legal and Honesty.**

Aboriginal and Torres Strait Islander People are encouraged to apply, we are an Equal Opportunity Employer and value diversity.

To Apply:

Please visit our website, learn about our work, and review the position information in Employment Opportunities at www.ereafsn.edu.au.

Forward your application to nanonaglerecruitment@ereafsn.edu.au and include:

- A letter of introduction and a response to the selection criteria;
- A current curriculum vitae outlining previous experience and skills;
- Two referees will be required.

Apply now to work with the leading alternative education provider in Australia.

For further information contact: Richard Heyward on 0459 981 536.

Applications close 5 pm Friday 17 February. Applications will be considered as they are received.

Nano Nagle Network Flexible Learning Centres are a Catholic School in the Edmund Rice tradition and are recognised as a leading organisation for the provision of educational and social inclusion programs for disenfranchised young people.

All applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child protection policies and procedures. Edmund Rice Education Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. Please review the Information Collection Notice on our website for details about how we manage your employment application information.