



# Environmental Defenders Office

## **POSITION DESCRIPTION – PEOPLE & CULTURE ASSISTANT VOLUNTEER**

**Work Type:** *Volunteering from home*

**Reports to:** *People and Culture Manager*

**Hours/Days:** *Flexible. Minimum 1-day per week commitment, 2-3 days preferred.*

**Duration:** *Minimum 3-month commitment*

### **Position Summary**

For Human Resource students, recent graduates, or those with Human resource experience looking for additional practical involvement, this is an opportunity to be part of a small supportive People and Culture Team.

Volunteering in the People and Culture Team also provides a unique opportunity for someone interested in human resources to be a part of the largest public interest environmental legal practice in the Australia-Pacific. Part of an organisation which is dedicated to creating a world where nature thrives.

The People and Culture Team at EDO is responsible for overseeing the full employee lifecycle at EDO. The People & Culture Assistant Volunteer will be supervised by our People & Culture Manager and will undertake a wide variety of tasks to allow their confidence to grow in a Human Resource setting.

### **Position Responsibilities**

While responsibilities may vary according to the current work of EDO, responsibilities can include:

- Assisting with general Human Resource administrative tasks.
- Conducting research.
- Assisting in the preparation of presentation and mapping processes.
- Assisting in the preparation of educational materials for employees.
- Undertaking a specific Human Resources project. Projects will vary depending on current priorities, but an example project would be a deep dive into EDO's current onboarding procedures, the creation of a set of recommended follow up actions and assisting implement any agreed recommendations.
- Other duties as reasonably requested by the People and Culture Manager.

### **General Responsibilities**



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All volunteers have a responsibility to:

- Develop and maintain a good knowledge of the EDO's purpose, activities, and relevant policies.
- Comply with EDO policies and practices, including WHS.
- Communicate with, and respond to requests by, clients and fellow staff and volunteers in a knowledgeable, professional, constructive, and polite manner.
- Carry out work with the highest level of integrity and honesty, without exception following both EDO's and legislative requirements, as well as best practice ethics in relation to client confidentiality.

## Skills and Experience

Essential Criteria

- Studying or recently completed a human resource degree or exceptional administration experience.
- Excellent verbal and written communication skills.
- Strong computer skills including Microsoft Office.
- Good attention to detail and a focus on accuracy.
- Creativity and an ability to bring presentations to life.
- Good analytical skills.
- Self-motivated; well-organised and a can-do proactive attitude.
- Passionate about the environment.

EDO is a diverse and inclusive workplace and welcomes applications from Aboriginal and Torres Strait Islander peoples, and those from culturally and linguistically diverse backgrounds, as well as from people of all ages, those living with a disability and people who identify as LGBTQIA+.

## EDO VALUES

**Commitment** – We are committed to a united organisation, to each other, to collaboration, to justice, to our communities and to creating a world where nature thrives.

**Diversity** – We are respectful of and welcome diversity of staff, volunteers, offices, environmental regions, communities, stakeholders.



# Environmental Defenders Office

**Integrity** – We work effectively, efficiently, strategically, professionally, and ethically; “justice is in our nature”.

**Vision** – We lead change and environmental empowerment using innovation, creativity, and courage.

## **MORE DETAIL**

**Commitment – We are committed to a united organisation, to each other, to collaboration, to justice, to our communities and to creating a world where nature thrives.**

- We are committed to providing excellent legal services and resources, informed by the best available science, in order to empower clients and communities.
- We are committed to improving our planet and society.
- We care for EDO’s clients and stakeholders.
- We are fearless in the face of adversity, and care for each other as we face this adversity.

**Diversity – We are respectful of and welcome diversity of staff, volunteers, environmental regions, communities and stakeholders.**

- We respect First Nations Peoples’ knowledge and experience, and work with them to protect their country and culture.
- We acknowledge that the law has not always been just.
- We dedicate ourselves to understanding the diversity of our people and culture.
- We welcome and respect our own differences and learn from them and collaborate to achieve our greatest potential.
- We are great lawyers and great people, with open hearts and open minds.
- We respect the different places our stakeholders come from and strive to help them, even if their worldviews don’t align completely with ours.

**Integrity – We work effectively, efficiently, strategically, professionally, and ethically: “justice is in our nature”.**

- We are truthful with ourselves and others.
- We are nonpartisan and inspire trust in our clients, stakeholders and government.
- We respect the world's resources and make maximum productive use of the resources entrusted to us.

**Vision – We lead change and environmental empowerment through innovation, creativity and courage.**



# Environmental Defenders Office

- We expand the boundaries with creativity and skill, pioneering new legal pathways to a healthier, safer world and inspiring others.
- We are inquisitive, curious and persistent: exploring new ideas and embracing change.
- We boldly challenge the status quo while providing solutions to our most pressing challenges.