

## Recruitment Advisor

Team:	Volunteer Recruitment
Group:	Programmes & Volunteer Services
Grade:	15
Reports to:	Volunteer Recruitment Manager
Location:	Wellington Office
Updated:	June 2023

Role Purpose:	<p>Responsible for providing end-to-end recruitment of professional volunteers for a range of in-country, e-Volunteering and other assignments for assigned country portfolios across the wider Pacific.</p> <p>Provides guidance and expertise to other team members, and internal stakeholders on volunteer recruitment processes, candidate management, and timeframe expectations.</p> <p>Leads recruitment project activity including research, campaigns, roadshows and careers fairs, connecting VSA with tertiary candidates.</p>
Direct Reports:	Nil
Budget Delegation:	Nil

## About VSA

Volunteer Service Abroad - Te Tūao Tāwāhi (VSA) is New Zealand's largest and most experienced volunteering agency working within international development. VSA sends New Zealanders and people with strong connections to Aotearoa on overseas assignments to share their skills, experience, and knowledge directly with local people and communities to make real, sustainable change.

VSA focuses on people-centred development. We give great importance to manaakitanga which means we value respectful partnerships, working and learning together, cross-cultural understanding, and the spirit of volunteering. VSA's values and our strategic focus reflect our commitment to bringing the spirit of Te Tiriti o Waitangi to the philosophy and values of our international development programme.

The purpose of VSA's programmes is to support countries across the Pacific to build their own capacity and sustainability. This is done by engaging skilled, committed New Zealand volunteers to work with in-country partners on short or longer-term assignments. VSA manages a range of development programmes in partnership with other organisations. These include in-country, regional, multi-lateral and New Zealand-based partners, such as Government ministries, public and academic organisations, private business and not-for-profit community groups.

We have team members working from our National Office in Te Whanganui-a-Tara/Wellington, as well as team members and volunteers located across the wider Pacific in the Cook Islands, Samoa, Tonga, Fiji, Kiribati, Vanuatu, the Solomon Islands, Bougainville, Papua New Guinea, and Timor-Leste. VSA works in partnership with a range of partners across the Pacific and Aotearoa New Zealand, including non-government organisations as well as private, public, and academic organisations and institutions.

VSA's work is funded primarily through its strategic relationship with the Ministry of Foreign Affairs and Trade and independently generated income. VSA is an independent, secular, and not-for-profit organisation and is governed by a Council. VSA is registered in Aotearoa New Zealand as an incorporated society and is a charity registered with the Charities Commission.

You can find more information at [www.vsa.org.nz](http://www.vsa.org.nz)

## About the Team

VSA's Programmes and Volunteer Services group comprises teams throughout the Pacific and in Wellington. The Programmes teams are located throughout the Pacific (including in NZ) and manage our country programmes. Volunteer Services is made up of two teams: Operations and Volunteer Recruitment; which are located in Wellington, Aotearoa New Zealand and provide support to our volunteers and programmes.

This role is an integral part of the Volunteer Recruitment team. The Volunteer Recruitment team attracts, selects and builds relationships with high-calibre professional, experienced volunteers, and university volunteers for in-country and e-volunteer assignments with partner organisations we serve. A Recruitment Advisor is responsible for leading the selection of and management of candidates for the country portfolios they are assigned. They provide support for recruitment projects and campaigns.

## Critical Success Factors

Area of Responsibility	Evidenced through
<b>Recruitment - Volunteer, Uni-Vols, and e-Volunteers</b>	<ul style="list-style-type: none"> <li>• Attracting suitably qualified and experienced professional and/or experienced volunteers for a range of assignments, ensuring that there is a close fit between the Assignment Description (desired skillset) and the candidate appointed.</li> <li>• Conducting end-to-end recruitment (following the VSA approved process) for assessing and evaluating a candidate's suitability for skills, attributes, cultural understanding, psychological safety, and general preparedness. This includes:               <ul style="list-style-type: none"> <li>○ Advertising volunteer assignments, candidate management, screening, and communications.</li> <li>○ Arranging interviews at various stages of the selection process, arranging venues, logistics and panel members (internal and external to VSA).</li> <li>○ Preparing interview packs, selection criteria, conducting reference checks, police and MOJ vetting processes, and qualification checking).</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Preparing all volunteer assignment offers and ensuring a smooth transition to the Operations team.</li> <li>● Ensuring a diverse and inclusive approach is adopted into our volunteer recruitment practices, with a view to proactively attracting Māori and Pasifika.</li> <li>● Conducting active searches using relevant search platforms and analytics to identify potential volunteers.</li> <li>● Work with peak bodies and industry organisations to maximise exposure of volunteer assignments relevant for those industries and skill sets.</li> </ul>
<b>Stakeholder Management</b>	<ul style="list-style-type: none"> <li>● Working with Programme Managers to ensure that the Assignment Descriptions are robust, sensible, form a reasonable scope, and translate to Aotearoa New Zealand market standards for desired skills sought for assignments.</li> <li>● Working with University Careers Offices across Aotearoa New Zealand to ensure VSA has a visible presence during careers fairs to attract university students to our Uni-vol programmes.</li> <li>● Working closely with the Marketing and Communications team to ensure that VSA's volunteer recruitment is represented in social media and other job platforms according to brand standards, and positioned for targeted exposure to desired audiences.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>● Maintaining Job Adder (ATS), ensuring all candidate records are kept current and managed in accordance with the Privacy Act 2020.</li> <li>● Periodically reviewing our templates, processes and content to ensure compliance with the Human Rights Act, VSA brand standards, and fit-for-purpose recruitment industry standards.</li> </ul>
<b>Reporting and Analytics</b>	<ul style="list-style-type: none"> <li>● Analysing system data to identify internal training opportunities, areas for continuous improvement across the candidate experience, and risks to VSA brand or reputation.</li> </ul>
<b>Projects and Campaigns</b>	<ul style="list-style-type: none"> <li>● Working collaboratively across VSA to drive uni-vol activity via careers fairs and roadshows to raise VSA's profile, actively engage with and attract suitably qualified university students for assignments throughout the wider Pacific.</li> <li>● Supporting the delivery of any internal training programmes.</li> </ul>

<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Taking reasonable care for personal safety and wellbeing in all VSA workplaces, project sites, and if and when driving vehicles.</li> <li>• Acting in accordance with all reasonable Health and Safety instructions, policies, and signage making sure that acts or omissions do not adversely affect the safety and wellbeing of yourself or others.</li> <li>• Reporting all occupational injury, illness, near miss incidents, accidents, environmental spills, or fire (regardless of its severity) to your manager.</li> <li>• Reporting all hazards which may result in an injury, illness, spill, or fire, to your manager, and to the HR Coordinator.</li> </ul>
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At VSA there will be times when we all pitch in to do additional tasks that are outside our regular roles. This forms part of our culture and our values.

At VSA all team members are encouraged to contribute to continuous improvement: to support innovative thinking, smart work practices, how we engage across teams, and the overall culture and work environment.

There will be opportunities to participate in forums, committees, and working groups across the organisation and with third parties.

## Key Relationships

<b>Internal</b>	<ul style="list-style-type: none"> <li>• Volunteer Recruitment Manager</li> <li>• Volunteer Recruitment team</li> <li>• Operations team</li> <li>• Programme Managers</li> <li>• Director Programmes &amp; Volunteer Services</li> <li>• Marketing &amp; Communications team</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Universities</li> <li>• Partner Organisations</li> <li>• Candidates</li> <li>• Ministry of Justice</li> <li>• Police</li> <li>• Immigration</li> <li>• Selection Advisors</li> </ul>

All team members are expected to develop professional relationships with other staff throughout the organisation during their tenure at VSA.

## Skills / Competencies / Attributes

- Proven recruitment experience at intermediate - senior level in an NGO, or international organisation highly desirable.
- Tertiary qualification in Human Resources, or Development Studies highly desirable.
- Proven experience interacting with Applicant Tracking Systems and job platforms for active candidate searches.
- Sound interpersonal skills and the ability to interact in a culturally respectful manner at all levels across both New Zealand and Pacific organisations.
- The ability to quickly establish trusted and productive working relationships.
- Confidence in both verbal and written communication skills. Ability to remain calm under pressure.
- High level of motivation and initiative, self-management and ability to work autonomously to deliver results to deadline.
- Tech-savvy with a working knowledge of Office 365-suite of products, research tools, search engines and document formatting for professional audiences.
- A genuine interest in humanitarian issues and brings that into their work each day.
- Courage to speak up and challenge, improve or raise issues that need to be addressed in a mature manner.
- Cheerful, positive and comfortable working with a bunch of professional, focused and fun colleagues.
- Commitment to the principles of international development and understanding of the principles of Te Tiriti o Waitangi and bi-culturalism and multi-culturalism.

Please note:

- A COVID-19 vaccination is mandatory for any member of VSA staff required to travel overseas on business. You may also be required to undertake pre-departure COVID-19 testing prior to deployment to our programme countries.