# People and Culture Officer

About the role

As the People and Culture Officer, you will work alongside the Chief People Officer (CPO) to support the recruitment, retention, and development of FORE Australia's diverse team. You will help create a positive, inclusive workplace culture by assisting with HR initiatives, onboarding processes, team engagement strategies, and professional development programs. This role requires 4-10 hours per week and offers the opportunity to shape the internal culture of a fast-growing organisation, focusing on fostering collaboration and driving the personal and professional growth of team members.

Key criteria

* **Experience**: Background in human resources, organisational development, or related fields; experience in a non-profit or social enterprise setting is preferred.
* **Skills**: Strong communication and interpersonal skills, with the ability to foster a positive workplace culture.
* **Knowledge**: Understanding of HR best practices, recruitment processes, and employee engagement strategies.
* **Empathy**: Ability to support team members and promote inclusivity and well-being in the workplace.
* **Initiative**: Proactive approach to identifying and implementing improvements in HR processes.

Other benefits

* Opportunity to help shape an inclusive and positive workplace culture within a social enterprise.
* Flexible working hours (4-10 hours per week) to accommodate your commitments.
* Experience in human resources and team development within a dynamic organisation.
* Access to training and professional development in HR practices tailored for social enterprises.
* Collaborate with a diverse team of passionate individuals dedicated to social impact.
* Contribute to initiatives that promote employee engagement and well-being in a mission-driven environment.
* We anticipate that these roles will transition to paid positions as our organisation expands

How to apply

Please submit an application via the link: [People and Culture Officer Application form](https://docs.google.com/forms/d/e/1FAIpQLSf5mFNxl-19zxj44nAYbuLgK_OI2mfHkjoY4vU5ppYwj7fmzg/viewform?usp=sf_link)