

Full Time | SCHADS Level 4 + Salary Packaging | Inner East Melbourne | ADO | Fixed term position until July 2026

About Refuge Victoria

Refuge Victoria is a leading not-for-profit specialist family violence organisation providing refuge and crisis accommodation to women and children escaping family violence. With a proud history of over 40 years, we are Victoria's largest provider of crisis accommodation, operating three core and cluster refuges, 15 refuge properties, and holding nomination rights to 35 transitional houses.

We are committed to a strengths-based approach that centres the voices of women and children. Our services are inclusive and culturally safe, and we are dedicated to continuous learning and improving outcomes for those who need us most.

The Opportunity

We're looking for an organised and people-focused HR Administration Officer to join our team until August 2026. Reporting to the Director of People and Culture, this role supports a wide range of HR functions including recruitment, onboarding, offboarding, and general office admin.

You'll be the point of contact for general HR queries and play a key role in keeping our Corporate Services Office running smoothly. It's a great opportunity to gain hands-on experience in a dynamic, purpose-driven organisation supporting people escaping family violence. If you're proactive and detail-loving come and join us to contribute to an organisation that makes a real difference!

Key Responsibilities

- Provide day-to-day administrative support across all HR functions, including recruitment, onboarding, offboarding, and employee records management.
- End to end recruitment administrative activities including posting job ads, scheduling interviews, and preparing employment contracts and onboarding process.
- Support onboarding and offboarding processes to ensure a smooth experience.
- Maintain accurate and up-to-date HR records and documentation in line with organisational policies and compliance requirements.
- Respond to general HR enquiries, complex matters will be referred to the Director of People & Culture
- Assist with the implementation and monitoring of HR policies, procedures, and compliance requirements
- Oversee general office administration including reception duties, supply ordering, manage incoming calls and site visitors.

About You

As a small and passionate team, we're looking for someone with a can-do attitude and enjoys being part of a collaborative, team focused environment. This opportunity is for an experienced and proactive HR generalist who is friendly, approachable and is comfortable with a range of responsibilities in a fast-paced, purpose driven environment.

You will bring (key selection criteria):

- Post secondary qualifications in Business, HR or related discipline.
- Experience in a similar role or relevant experience of 2+ years within HR and Office admin
- Previous experience within a not for profit is highly desirable
- Familiarity with HR software systems (Employment Hero highly desirable) and proficiency in using MS Office Suite.
- Knowledge of the SCHADS award is desirable, and a strong understanding of Modern Awards with Fair Work Australia.
- The ability to communicate professionally and confidently at all levels.
- Excellent attention to detail
- Strong administrative skills and the ability to manage multiple tasks and effective time management.

What's on Offer

- Salary at SCHADS Level 4, plus superannuation.
- Up to \$15,900 salary packaging +\$2,650 meals and entertainment
- Fixed term - 5 months, full-time role with Accrued Day Off (ADO)
- Modern Offices - Inner east Melbourne suburbs
- Friendly work environment with regular supervision and professional development
- Comprehensive onboarding, handover and training

Other Requirements

- Current Employee Working with Children Check and Police Check
- Compliance with Refuge Victoria's Immunisation policy
- Commitment to Refuge Victoria's values, child safety standards, and inclusion policies.

Join Us

At Refuge Victoria, we celebrate diversity and are committed to creating an inclusive workplace for all. We strongly encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, LGBTQIA+ communities, people with a disability, and those with lived experience of family violence.

To apply, please submit:

- A cover letter addressing the key selection criteria
- Your resume outlining relevant experience