

Job Title: Admin and HR Manager

Reports To: Chief Operating Officer (COO)

Hours: Full time (40 hours per week)

Location: Sydney

About the Organisation:

At Al-Ayn, we are dedicated to providing orphaned children living in poverty with the resources and opportunities needed to overcome their challenging circumstances. We believe that when a child realises their potential, it not only transforms their future but also positively impacts their families, communities, and society as a whole. Our mission is driven by our core values of transparency, dignity and empowerment.

Job Overview:

To provide structured and reliable human resource and administrative support to Al-Ayn Australia, enabling smooth internal operations and improved staff experience. This role will also bridge local HR practices with Al-Ayn International (AA-INT) systems, supporting the COO with day-to-day administrative and HR functions.

We are seeking a dedicated individual with strong communication, organisation, analytical and technical skills, passionate about making a positive impact on the lives of orphaned children and their families. If you are committed to our cause and possess the necessary skills, we invite you to apply.

Key Responsibilities

1. Human Resources Management

- Coordinate all stages of recruitment in line with AA-INT processes, including advertising, candidate screening, interview scheduling, and reference checks.
- Assist the COO and AA-INT in preparing employment contracts and onboarding materials.
- Monitor and manage probation periods, contract renewals, and performance review timelines.
- Maintain up-to-date digital employee records with respect to privacy and compliance standards.
- Serve as a point of contact for local HR matters and escalate appropriately to AA-INT or COO when needed.
- Ensure staff processes reflect current AA-INT guidelines and templates.
- Identify training needs and coordinate learning and development opportunities in line with staff development plans.
- Maintain a training calendar and support staff in accessing relevant internal or external training resources.

- Work with AA-INT to align local development efforts with international training frameworks.
- Support employee relations by addressing concerns, facilitating conflict resolution, and promoting a respectful and inclusive work environment.

2. Administrative Support

- Provide general administrative support to the COO and wider team to ensure efficient day-to-day functioning.
- Assist with scheduling meetings, preparing agendas and minutes, and supporting internal communication.
- Help organise events, training sessions, or volunteer coordination when needed.
- Maintain digital organisation of documents and support staff access to shared tools or systems.
- Coordinate logistics for staff-related activities, including remote team integration and morale-boosting initiatives.

3. Staff Engagement & Welfare

- Help implement staff engagement activities (e.g., informal catch-up sessions, recognition shout-outs).
- Support internal communication efforts and feedback channels.
- Assist in facilitating quarterly check-ins and support staff with basic development planning.
- Be a welcoming, approachable contact for local and regional staff.

4. Compliance & Co-ordination

- Ensure HR procedures comply with Australian labour laws and Al-Ayn internal policies.
- Work closely with AA-INT HR team to align systems, timelines, and updates.
- Use appropriate digital platforms (e.g., ApprovalMax, shared drives) to support efficient approvals, record-keeping, and workflows.
- Support COO in preparing documentation for AGMs, audits, and reports.

5. Regional Office & Remote Staff Support

- Act as a central coordinator for regional team members (Melbourne & Perth), helping them stay connected with Sydney operations.
- Help facilitate virtual meetings, and regular team integration.

Skills:	Essential	Desirable
Proven experience in HR and administration (minimum 3 years).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Proficiency in English and Arabic (written and spoken).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong organisational and time-management skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understanding of Australian HR compliance and employment practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High interpersonal skills, empathy, and discretion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clear and professional written and verbal communication.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Confidence using cloud-based tools and office platforms (e.g., Microsoft 365).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Previous experience in a not-for-profit or community-based organisation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Familiarity with tools such as ClickUp, ApprovalMax	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Competencies:	Essential	Desirable
Professional, dependable, and solutions-focused.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Collaborative and respectful of diverse backgrounds and working styles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sensitive to confidentiality and staff wellbeing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mission-driven and aligned with Al-Ayn's humanitarian values.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Familiar with various social media platforms. Experience in e-marketing is essential.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note: Responsibilities articulated in this job description are subject to review and changes and depending on the needs of the organisation at any given time.