



POSITION DESCRIPTION – Human Resources Manager

Reports to:	General Manager
Direct reports:	Volunteer Coordinator
External contacts:	External workforce
Location:	Remote working, with computer & phone allowance
Employment type:	6 month casual contract, ongoing pending funding
Time required:	4-6 hours per week
Hourly rate:	\$37.41/hr

ORGANISATIONAL CONTEXT

Farmer Incubator is a Melbourne based not-for-profit organisation established in 2013. Our mission is to grow conscious farmers, empowering them with knowledge, experience, community and connection so that they can contribute to the regeneration of land and a sovereign food future. As farmers and entrepreneurs, we are passionate about providing a more approachable entry into farming by creating safe spaces for aspiring farmers to grow, learn and connect with others, as well as exploring the potential of collaborative farming models and the mechanisms by which we steward, access, share and perceive land.

We run our signature Pop-Up Garlic Farmer Program, affectionately known as PUGF, as well as events, on marginal and underutilised land in and around Melbourne. The PUGF Program guides participants through a season of garlic growing, from seed to soil to market. In early 2021 we published our research report 'Regeneration: Growing New Farmers'. The report explores the opportunities and barriers to entry for new and beginner farmers specific to place - from a changing climate, to accessing capital, cultural norms and our settler colonial history and Indigenous dispossession - and points to some potential pathways going forward.

Farmer Incubator acknowledges we are growing food on the unceded land of many Indigenous Nations. We acknowledge that traditional cultivation, landscape management practices and ecological knowledge has been severely damaged and denied by colonisation but not lost. We aspire to learn, incorporate and share traditional ecological knowledge with our agricultural practices so we can best care for country as farmers.

Alongside a focus on strengthening the core culture of our organisation and furthering the reach of our PUGF Program, we are currently exploring opportunities to expand our projects and further our support for beginner farmers in order to contribute to a fairer food system.

We acknowledge the Traditional Owners of the nations upon which we each work. We are cultivating an organisation that fosters diversity and equal opportunities, where unique outlooks, ideas, and contributions are valued equally. We warmly encourage Aboriginal and Torres Strait Islander people, people who identify as non-binary or transgender or LGTBQIA+, women and applicants from diverse cultural backgrounds to apply.

We have a strong vision of a healthy, localised food culture that promotes a deeper connection to each other and the earth, staying true to our values while we support each other and openly share knowledge and experiences to create our own path. While we don't always get it right, we keep trying.

ABOUT THE ROLE

Reporting directly to the General Manager, the Human Resources (HR) role will be responsible for coordinating and prioritising recruitment needs as the organisation grows, and ensuring that employees are satisfied and challenged. This includes finding applicants, screening and onboarding new recruits. You will also be required to refine the organisation's employment procedure and policies, as we are moving from a largely volunteer-based organisation to salaried positions. It is important to FI that everyone within our organisation is satisfied with and enjoys the challenges their roles bring them and they are given equitable opportunities and treated with respect.

KEY RESPONSIBILITIES

- Manage recruitment of new staff
- Onboard new staff and provide inductions
- Improve and implement organisation's employment procedures Documentation and management of roles and responsibilities
- Payroll management in collaboration with treasurer & bookkeeper
- Develop and carry out performance reviews
- Conduct off boarding and exit interviews
- Uphold the values of the organisation and show commitment to its mission
- Adhere to company policies on equity and anti-discrimination

SELECTION CRITERIA

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Essential

- Demonstrated experience in a HR position including recruitment, people development, remuneration and employee relations
- Basic computer skills and working knowledge of Google Workspace including Docs, Sheets and Forms
- Excellent communication skills to work effectively with a diverse range of people
- Excellent organisational and team coordination abilities
- Right to work in Australia
- Self-motivated and ability to work autonomously as well as with a range of stakeholders

Desirable

- A valid driver's license and access to a reliable vehicle
- Experience with community development, food systems and/or agricultural sector

KEY PERFORMANCE INDICATORS

Short-term

- Recruitment of General Manager
- Recruitment of other outstanding roles in coordination with GM
- Refine on-boarding and induction procedures

Long-term

- Conduct performance reviews of all team members, paid and voluntary

HOW TO APPLY

Email applications to hello@farmerincubator.org with the subject line: "Application (*Job Title*)". For more information call Per on 0410 621 485 or via hr@farmerincubator.org

Please note that the successful applicant must have the right to work in Australia.

Please include:

- A cover letter or email outlining your interest in the role (1 page max)
- Your response to the selection criteria (2 pages max)
- CV (2 pages max)

For further information about Farmer Incubator visit www.farmerincubator.org

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