# Employment Information Package

## Human Resources Coordinator - Nowra

**Closing Date: 8th October 2026**

william campbell foundation

# When asked what William Campbell Foundation does well, our staff say:

- *"WCF always listen to children and young people and make decisions with their best interests at heart"*
- *"We embrace change that benefits the lives of children, young people, families and carers"*
- *"We have a great chaplaincy program and dedicated caseworkers"*
- *"WCF provides flexibility for staff needs and is family oriented"*
- *"I have always felt valued, supported and welcomed"*

# Working With Us

William Campbell Foundation (WCF) is a not for profit Christian organisation that provides a range of services, including permanency support programs for children and young people. Additionally, WCF delivers therapeutic services to children, young people, individuals and families.

WCF is committed to child safe practices and permanency outcomes for children and young people in care to provide a positive, safe and healing experience that addresses trauma, attachment, self-regulation, culture and community needs.

At William Campbell Foundation, we take pride in our respectful and diverse workplace culture, which supports and creates opportunities for Aboriginal and Torres Strait Islander people for the benefit of children, young people, individuals and families. We value the unique skills, experience and knowledge that Aboriginal and Torres Strait Islander people contribute to the workplace, and encourage Aboriginal and Torres Strait Islander people to apply for roles within our organisation.

We are committed to being an equal opportunity employer. All applicants who meet the criteria will receive equal consideration for employment, without regard to race, age, gender, marital status, sexuality, religion, disability, age, or political opinions.

## William Campbell Foundation is proud to be a dynamic and supportive agency, offering:

- Flexible working arrangements
- Collaborative and committed Management and Staff
- Generous remuneration with salary sacrifice options, reducing taxable income
- Regular and ongoing training and upskilling to assist you in personal development
- Free confidential counselling servies through an Employee Assistance Program
- Resources and supports to help you achieve great outcomes for the people we work with including Clinical, Family Support Services and Wellbeing and Support.

# Human Resources Coordinator - Nowra

## Full Time

**About the position:**

As part of William Campbell Foundation's Human Resources Program, the Coordinator role includes collaboration with internal and external stakeholders in the coordination, development and implementation of HR systems and processes across the agency.

The role holds the responsibility of overseeing the day to day tasks relating to training and professional development for staff, policy development and implementation, recruitment and onboarding of staff, work health and safety and general Human Resource functions.

**Key Requirements:**

Desirable - Minimum of Diploma level qualifications in relevant discipline.
- Administrative experience, with a focus on quality and continuous improvement.
- Experience in policy development , implementation and review.
- Experience in training package development and coordination.

Requirement - Organisational and planning skills, with a high level of accountability.
- A high level of self motivation and accountability
- A strong desire to support positive outcomes for children and young people.
- Attention to detail and ability to use reflective practice to drive future outcomes.

Current Working with Children Check, National Police Check and NDIS Worker Check, a current unrestricted full drivers licence and access to two referees from current or previous Managers (within the last 2 - 5 years).

# How to apply

**All applications must include:**

1. A Cover Letter
2. An up-to-date resume, including details of current position (if applicable)

**Cover Letter**

**Resume**

If you would like any further information, please contact

## a.morris@wcfoundation.org.au

or phone our Human Resources Manager Alicia Morris on

## 1300 000 WCF or 0448 900 932.

Applicants who meet the requirements of the position will be contacted by our HR Team to advise of the next steps.