



Applying for a job at YWCA Canberra

YWCA CANBERRA

A great place to work!

YWCA Canberra is a values led, community based organisation working and advocating for social justice within a feminist framework. We provide innovative and responsive children's and community services across the ACT.

We work with a strengths based approach, internally in the organisation and with the community we work with. Through this, we emphasise people's capacities, rights, uniqueness and commonalities. YWCA Canberra promotes strong and inclusive staff development practices that connect and support people, and creates conditions that enable staff members to identify, value and mobilise their strengths and capacities in the workplace.

YWCA Canberra believes that everyone has the potential to grow, and the right to reach their potential. YWCA Canberra enjoys and supports a learning culture that underpins the development of staff in the organisation.

The learning culture acknowledges that people learn through many different experiences, and seeks to provide opportunities to maximise this learning and growth. The culture recognises that when individuals learn, the organisation learns too.

In line with our commitment to staff, we offer above award conditions through the YWCA Canberra Enterprise Agreement. All staff are employed under this Agreement. YWCA Canberra's Enterprise Agreement is available on our website: www.ywca-canberra.org.au.

The best person for the job

YWCA Canberra's values of equity and fairness underpins our recruitment policies and procedures. We ensure that all applicants are

treated fairly and equally, and we make selections on the basis of merit and equity. The following information has been prepared to assist you in your application and provide information on our selection process.

Your application

- The selection committee will compare your skills and abilities to the position description and selection criteria. Therefore we suggest that you include the following information in your application:
- Information about your skills, knowledge and/or experience related to each of the selection criteria on the position description. This is the most important part of your application and it is advisable that you respond to each selection criteria separately, demonstrating how your knowledge, experience and skills are linked to the criteria.
- Brief summary of your employment history – where you have worked, for how long and what your role involved.
- Details of your education and qualifications
Name, title, address and phone number of two referees.
- Cover letter with your name, address and vacancy title.

If you have reports, projects, written references or examples of your work, please do not send them in with your application. By all means tell us that you have them and if the selection committee wants to see them, they will ask you to bring them to an interview.

Please do not bind your application. At any stage please feel welcome to contact the nominated contact officer for further information.

It is important that we receive your application by close of business on the advertised closing date. Please mark the envelope Private and Confidential and include the name of the position, and send your application to:

The Executive Director
YWCA Canberra
GPO Box 767
Canberra City ACT 2601

The interview

Applicants that are assessed as suitable will be required to attend an interview, normally conducted by a selection committee of up to three people. The interview provides us with a chance to further assess your skills and ability to undertake the position and for you to gain more information about the role and the organisation.

Questions will be based on the position and in relation to the position description. For some positions, you may be required to perform a task of the job as part of the interview. If this is the case, you will be notified and given adequate time to prepare for it.

Individual needs

If you need any assistance to be able to attend an interview, for instance, building access or communication assistance, please let us know at the time the interview appointment is made so that we can make suitable arrangements.

Reference checks

The selection committee may contact your nominated referees after the interview takes place. The selection committee will not contact any other reference source without your permission.

Notifying you of the outcome

All applicants for jobs at YWCA Canberra will be notified of the outcome of the selection process as soon as possible after the decision of the committee has been approved. We welcome the opportunity to provide feedback on your application if you are unsuccessful.

Privacy and confidentiality

All information collected from job applicants, such as resumes, examples of work, references, and so on, will be treated as private and confidential. With the exception of selection committee members and the Executive Director, your application will not be viewed by staff or discussed with anyone within the organisation.

In most circumstances verbal referee reports are required and they will be contacted through the details provided on your application. If you are successful in your application the information obtained through the selection process is then recorded on your YWCA Canberra personnel file and kept in a secure location (more information regarding this will be available through your induction process).

If you are unsuccessful in your application the information obtained through the selection process will be destroyed, unless your permission is obtained for the information to be kept and considered for similar YWCA Canberra positions in the future.

We hope that this information will help you to prepare your application for a job with YWCA Canberra. We look forward to hearing from you!

