



YWCA CANBERRA

# Applying for a job at 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 our community. Through our recruitment approach, we recognise and value each individual's strengths, rights, unique qualities, and shared experiences.

YWCA Canberra fosters inclusive and empowering staff development practices that build connection, provide meaningful support, and create an environment where individuals can recognise, develop, and apply their strengths in the workplace.

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.

## Child-Safe Organisation

YWCA Canberra is a child-safe organisation committed to safeguarding the wellbeing of children and young people. We maintain robust recruitment practices, including thorough screening and reference checks, and require all staff to hold a current Working With Vulnerable People (WWVP) registration. These measures reflect our dedication to creating safe, inclusive, and supportive environments for all.

## The best person for the job

YWCA Canberra's values of equity and fairness underpin our recruitment policies and procedures. We ensure that all applicants are treated fairly and equally, and make selections based on merit and equity.

## Submitting your application

YWCA Canberra uses a web recruitment system provided by Aurion. You may not progress in the process if you email your application rather than using Aurion.

To apply for a position:

1. Access the [Aurion Portal](#).
2. If you do not yet have an Aurion account with us, click on the '*Register for Recruitment*' button and complete your email information.

Don't have an account yet?

[Register for Recruitment →](#)

3. You will be sent a verifying email from Aurion. Please follow the email prompts to register.
4. Once you have access to Aurion, you will see all vacant and advertised positions.
5. Click on the vacancy you are interested in and complete the requested fields.
6. Upload your application documentation.
7. Once you've checked all your information is correct and documents uploaded, click on 'submit'. You can now log out of Aurion.

You will be able to track your application's progress by logging into your account at any time.

It is important that we receive your application via the Aurion portal by close of business on the advertised closing date.

If you are having trouble using the recruitment system, please call the People and Capability team on 02 6185 2000.

## Required documents

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:

- A cover letter outlining specific information about your skills, knowledge and/or experience. Keep this summary to one page and outline how your current capabilities match the selection criteria for the position you are interested in.
- A brief summary of your employment history (resumé). Show where you have worked, for how long, what your roles involved and what you have achieved.
- In Aurion, you can also upload other details about you, like your education and qualifications, equity and diversity information, personal contact information, and referee contact details.

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

## The interview

Applicants who are assessed as suitable will be required to attend an interview, usually 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 sample work task 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 attend an interview (such as building access or communication assistance), please let us know when the

interview appointment is made so we can make suitable arrangements.

## Reference checks

The selection committee may contact your nominated referees after the interview. They 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 selection process outcomes as soon as possible after the committee's decision 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 resume, examples of work and references, will be treated as private and confidential. Your application will only be viewed by the selection committee members and the relevant Executive Director.

In most circumstances, verbal referee reports are required. Referees will be contacted through the details provided on your application.

If you are successful in your application, the information obtained through the selection process will be recorded on your YWCA Canberra personnel file and kept in a secure location.

If you are unsuccessful in your application, the information obtained through the selection process will be destroyed, unless we obtain your permission to keep it for consideration 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!