

## APPLICATION INFORMATION PACKAGE: Head of Operations and Communications



**HOURS PER WEEK:** 35 hours per week

**SALARY:** \$49.29 per hour

**APPLICATIONS CLOSE:** 9 am February 20<sup>th</sup> 2019

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Thank you for your interest in applying for the above position with Leap. Please read the following notes carefully. They are designed to assist you in applying for a vacancy with the organisation.

Your suitability for the position will be initially assessed on the details provided in your application. Your application ***must*** address the Requirements of the Position section contained within this Information Package. Please clearly demonstrate how you meet Prerequisite Skills, Qualifications, Knowledge and Desirable Skills as this is how your application will be assessed.

**You must address every point in the prerequisites** and meeting the desirable will strengthen your application.

The Position Description should be read carefully as it describes the nature of the position, the major duties and responsibilities and the qualities required by the person to perform the job. Write your application so that the Selection Panel can fully appreciate your capabilities.

1. A completed **Application for Employment Form** (*enclosed*).
2. **Covering letter:** The covering letter of your application should include:
  - Your own address and other contact details;
  - The details of the position applied for;
  - Where and when you saw the position advertised;
  - Why you are interested in the position and what experience you have in that field;
  - When you are available for an interview.
3. **Requirements of the position:** It is essential that you clearly demonstrate in your application how you meet the:
  1. Prerequisite Skills, Qualifications and Knowledge
  2. Desirable Skills

(See below for guidelines to address the selection criteria)

4. **Resume:** This is a brief outline of the main details of your working life. It should provide a clear and concise statement of your work experience and qualifications (see below for guidelines).

Applications close **9:00am 4<sup>th</sup> February 2019**. Each application must be marked "**Private and Confidential**" **Head of Operations and Communications** and emailed to:

**Cecily Michaels**  
CEO  
**E: CecilyM@leap.ngo**  
**P: (02) 4721 1866**

It is noted that any papers included with your application will not be returned to you and as such it is recommended that applicants retain a complete copy of their originals of any documentation.

**Leap NGO Inc.**  
2750 1  
ABN 77 597 187 569

P 02 4721 1866  
[hello@leap.ngo](mailto:hello@leap.ngo)

688 High St Penrith NSW  
PO Box 63, Emu Plains NSW 2750

### 1. Addressing the Selection Criteria

Please do not apply unless you have completed this section, your application will not be considered.

- Address each criteria separately.

- Use a bold heading to identify each criteria.
- Describe how you meet each point with a few short paragraphs.
- Give example of projects, tasks, work experience and how you were involved to support your description of how you meet the criteria.
- Remember to include transferable skills and knowledge – sometimes your experience isn't directly linked to the point, but you have no doubt gained skills and knowledge in one context that could be applied in others.
- Try to be as clear as possible on how you meet the criteria.
- If you don't feel that you meet all the Requirements of the Position, respond as well as you can and indicate a willingness to pursue further professional development where needed.

## 2. Resume (or CV)

Resumes should contain the following basic information:

- Full name;
- Date of birth (optional);
- Your address;
- Contact telephone numbers (work, after hours, mobile);
- Education / qualifications;
- Short courses;
- Work experience / employment history (in brief);
- Personal interests and hobbies (optional); and
- 2 work referees of a Manager who has supervised you (names and phone numbers).
- Any other relevant supporting information.

If your written application is successful, you will be invited to attend an interview.

Prior to the interview, review any information you have about the position, organisation and local area, as well as remind yourself of your application.

On the day of the interview:

- Present yourself well – dress nicely for the interview.
- Arrive 10 minutes early.
- Don't assume that all members of the interview panel have read your application. They probably have, but tell them everything again.
- Do your research to find out what you can about the organisation.
- Emphasise your interest in and suitability for this position.
- Set out your application clearly, using headings to break up the information.
- If possible, type your application (or make sure that it is very neatly written).
- Keep a copy of your application and the advertisement.
- Do not assume that the selection panel knows anything about you or how you meet the prerequisite and desirable criteria. You will need to clearly show your skills, abilities and experience.
- Describe what you have accomplished rather than describing your responsibilities.
- Describe your abilities, potential and things you can do as part of this position by using your past experience as proof to support the claims you make.

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## REQUIREMENTS OF THE POSITION

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To be considered for the position you must **meet and address** all of the:

1. Required Skills
2. Required Qualifications
3. Required Knowledge

Failing to address each criteria in the above by giving detailed examples regarding your experience will eliminate you from an interview.

Meeting the desirable criteria will enhance your application.

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