

Applicant Information Kit



Position Title: Outreach Coordinator
Recruitment period: October – November 2019

Thank you for your interest in the position of Outreach Coordinator at Inala Youth Service (IYS). The following information is provided to assist you in the application process. If you have any further questions about IYS or the position, please contact Lisa Evans (IYS CEO) on 3372 2655.

The Position

Drawing upon community development, engagement and strengths-based principles, the position will assist in the development and delivery of a range of outreach focussed initiatives targeted at children, young people and families, including The HUT drop-in centre, events and activities in collaboration with IYS and other organisations. A key feature of this role is the development and maintenance of key organisational relationships with the broader community to enhance the range of supports available to IYS' clients.

As a member of a multi-skilled team, the position will be involved in a range of community development and service delivery activities including outreach and activity coordination, program planning, resource identification and sourcing, group facilitation, accurate and timely reporting and project evaluation.

The Selection process

1. Written applications

Applications for this position must be received by **9am Monday 11 November 2019**

Your application must include:

- Your CV or resume which provides information about your previous work and study relevant to this position.
- Your written application for the position i.e. a cover letter of no more than 2 pages outlining how you believe your knowledge, skills experience and personal attributes match IYS' stated requirements for the role. Applications which do not address these points will not be considered.
- Contact details for at least two professional referees who can speak to your ability to undertake this position. Please note, IYS will not contact your referees without advising you first. Please let your nominated referees know that we may be contacting them.

Email your application to office@iys.org.au. Please send in either Word or PDF only.

2. Shortlisting

After the closing date, the selection panel will meet to finalise shortlisting. Shortlisted applicants will be those who have best demonstrated through their written application that they have the required skills, knowledge and professional approach to be successful in the position. Please note that a key aspect of this decision making is an assessment of the applicants' ability to make a positive contribution to the IYS workplace, as well as their ability to be successful within the role.

Applicants who have been chosen to be interviewed will be notified at this time, and a time negotiated for the interview.

3. The Interview

The interview will consist of questions from the panel designed to further draw out information to allow a decision on the best candidate for the position.

The interview is also the opportunity for the applicant to ask questions about the role, the organisation and anything else that is relevant to their own decision making regarding accepting the position or not.

Please note: An initial group interview may be held, dependant on the number of suitable applicants received.

4. Referees' checks

If you are shortlisted for interview, we may check with your referees. If you have not previously done so, please let your referees know that we may be contacting them.

The questions that we ask the referees are designed to verify that you have the required skills and experience to be successful in the position.

5. Notification

If you are not contacted for an interview, this means that you have not been shortlisted. We appreciate the time that it took for you to submit your application and wish you well for the future.

Applicants shortlisted for interview will be contacted to arrange a time for interviews, which will be held on **Friday 22nd November 2019**.

All shortlisted candidates who were interviewed will be notified of the outcome of the interview by phone.

All unsuccessful applicants are entitled to ask for and receive feedback regarding their application. Requests for feedback must be received within 7 days of notification. Feedback provided will not include information on any other applicant; it will be contained to feedback on your application only.

A commencement date will be negotiated with the preferred applicant upon notification of success.

Application Timeline Summary	
Date	Activity
9am Monday 11 th November 2019	Application closing date
Monday 18 th November 2019	Applicants notified if shortlisted
Friday 22 nd November 2019	Anticipated interview date
Monday 25 th November 2019	Referees contacted
Tuesday 26 th November 2019	Decision made and preferred applicant contacted.
	Unsuccessful applicants will be contacted once we have acceptance confirmed by the preferred candidate.