



Information Package for the position of **Certificate III in Events**

2021/2022

Applications Close: 4.00pm Monday, 11 January 2021

TABLE OF CONTENTS

1. Introduction
2. Advertisement
3. Position Description
4. Selection Criteria
5. Submitting an Application
6. Salary, Employment Conditions & Other Benefits

1. Introduction

Thank you for your interest in the traineeship with the Denmark Community Resource Centre
www.denmarkcrc.com.au

The Denmark Community Resource Centre has been successful in a grant to engage a trainee for the position of Certificate III in Events.

The successful applicant shall be appointed to work at the Denmark Community Resource Centre for 19.5 hours a week. During this time there will be a period where you will be gaining some work experience with the Denmark Community Radio Station and the Denmark Community Foundation.

2. Advertisement

Denmark Community Resource Centre

Cert III in Events

Applications are invited for an Events Trainee for the Denmark Community Resource Centre, commencing ideally on Monday 1 February 2021.

The Denmark Community Resource Centre is seeking a person who is well presented, has a positive attitude and is keen to commit themselves to a traineeship for a period of 18 months, during which time they will receive both on and off the job training in a wide range of Administration/ Events activities in a busy office environment.

For further information please contact Petra, Manager on 9848 2842.

Written applications addressing the selection criteria must be submitted to the Manager at the Denmark Community Resource Centre by **4pm on Monday 11 January 2021**, by either:

Post to: PO Box 293, 2 Strickland Street, Denmark 6333; or

Emailing to manager@denmarkcrc.com.au; or

Drop off in person to the Denmark Community Resource Centre.

Please mark your application **Confidential – Attention Manager, Trainee Application**

Petra Thompson

Manager

Denmark Community Resource Centre

3. Position Description

POSITION: Certificate III in Events

SALARY: Award Rate

TENURE OF EMPLOYMENT: Until 31 July 2022

ORGANISATION: Denmark Community Resource Centre

DEPARTMENT Event

RESPONSIBLE TO: Manager

OBJECTIVES OF THE POSITION:

- To receive on and off the job training to satisfy the objectives and requirements of an Cert III Events Traineeship under the Industry Training Council resulting in a qualification in Certificate III.
- To provide supervised assistance to other staff in the performance of a variety of duties.

DUTIES OF THE POSITION:

The extent of involvement in the following duties will be dependent upon skills obtained and displayed through on and off the job training:

- Greeting customers both in person and on the telephone, directing them to the appropriate staff member.
- Assisting with customer enquiries.
- Assisting in start of day and day end.
- Setting up of meeting rooms and booking of facilities.
- Supporting staff in the maintenance of the central records management system.
- Participating in a team environment.
- Assisting in writing articles for the Denmark Community Guide.
- Planning, organising and running Events with assistance of other staff members.
- Planning and posting approved post on our social media platform and website.

REQUIREMENTS OF THE APPLICANT:

- Commitment to undertake on and off the job training over the duration of the Traineeship.
- Basic communication skills.
- Basic computer or numeracy skills.
- Creative mindset.

4. Selection Criteria

(Please ensure you provide written information on your skills, experience and/or qualifications in each of the following Selection Criteria areas)

ESSENTIAL:

- Basic communication skills.
- Basic computer or numeracy skills.
- Completion of Year 10 secondary schooling.
- Provision of a current, or agreement to obtain, National Police Clearance if offered the position.

DESIRABLE:

- Previous cash handling.
- Previous telephone experience.
- Previous customer service experience.

5. Submitting an Application

Guidelines

The following guidelines have been developed to assist you in preparing your application and to ensure all documentation is submitted with your application.

Preparing your application

Applicants who meet the essential criteria and who from their application appear to be competitive will be short listed for interview. This decision will be based on the information that is relevant to the position that you provide in your application. Please research the Denmark Community Resource Centre by coming into the centre, attending an event and reviewing the website.

Your application should include the following information:

Covering letter

State the identifying details of the position together with any relevant information of your availability for an interview.

You may wish to summarise your application and emphasise your strongest points and achievements.

Curriculum Vitae (Résumé)

This is a summary of your work history (if any) and should start with the most recent or current position. You should include employment to and from dates, position title and brief details of duties.

Please ensure you include your personal details including name, current address and telephone number.

You should also include any qualifications and training achievements. Be sure to include any study you are currently undertaking or volunteer roles.

Addressed selection criteria

It is a requirement of your application that you address the selection criteria for the position you are applying for as outlined in the Position Description.

The selection criteria are the qualifications, experience, knowledge, skills and abilities considered necessary to perform the functions of the position.

This should include demonstrated capabilities by providing evidence of how you meet the selection criteria; provide specific details; and where possible, include an indicator of success or a result.

An easy way to do this is to use the STAR model - that is:

Situation provide a brief outline of the situation / setting

Task outline what you did

Approach outline how you did it

Result describe the outcomes.

National Police Clearance

Confirmation of employment of the preferred applicant will be subject to provision of a satisfactory National Police Clearance. This will be arranged with the preferred applicant at the time of the offer of employment.

Referees

Referees should be contacted for approval prior to being listed in your curriculum vitae / resume. If possible, one referee should be your current or recent supervisor / manager or school.

Provide names, work/school addresses and current contact telephone numbers for each referee.

Only referees that are able to comment on your work experience (preferably against the selection criteria) should be included.

It is recommended that you advise your referees of your application as they may be contacted.

Only photocopies of your qualifications, certificates and the like should be attached to your application – please do NOT send originals.

Applications will not be accepted after the closing date/time.

Hand or Post Denmark Community Resource Centre, PO Box 293, 2 Strickland Street, DENMARK WA 6333
Marked **Confidential Attention: Co-Manager, Trainee Application**

Email manager@denmarkcrc.com.au

Subject title: **Confidential Attention: Co-Manager, Trainee Application**

6. Salary, Employment Conditions & Other Benefits

According to the Social, Community, Home Care and Disability Services Industry Award 2010 (MA00100)