



## Zig Zag Young Women's Resource Centre Inc

### Guidelines for Expressions of Interest

**Expressions of Interest applications for the part time, fixed term position of Manager (Locum) will close at 9am on Monday 10 May 2021. Late applications will not be considered.**

**To be considered for the position your Expression of Interest must:**

- ✓ Respond to the 'Essential Requirements', and each 'Key Selection Criteria' as listed in a letter of no more than three pages. This is a strict requirement.
- ✓ Include a copy of your resume.
- ✓ A minimum of two professional referees must be provided including their contact details. Please ensure that your referees are available to be contacted by Zig Zag *prior* to submitting your application.
- ✓ Be addressed to Stephanie Anne, Manager of Zig Zag labeled "Confidential". Submit your application via email on [manager@zigzag.org.au](mailto:manager@zigzag.org.au).
- ✓ Be submitted by 9am on Monday 10 May 2021. Late applications will not be accepted.

**Shortlisting Process:**

A Selection Panel will review all Expressions of Interest and will select applicants for interview based upon an assessment of each applicant's written application. Applicants who are successful in securing an interview will be contacted by telephone. Information will be given about the interview date, time, venue and panel members. Applicants unsuccessful in securing an interview will be notified by telephone or email.

**Interview Process:**

Interviews are scheduled to be held during the week beginning 17 May 2021. Interview questions will be based on the position description and will be supplied to applicants 20 minutes prior to their interview. During this time the applicant can read over the questions and make notes if they wish. The length of interview will be approximately one hour.

The Interview Panel will be made up of members of the management committee and senior staff. The Interview Panel will assess each applicant on their responses to the questions asked, and may need to take notes during the interview. Towards the end of the interview there will be an opportunity to ask any general questions about Zig Zag and the panel will inform you of the employment conditions.

Once all interviews are conducted, the panel will make a decision based on the assessment made of each applicant. Referees may be contacted before a final decision is made. A member of the selection panel will notify the successful applicant by telephone. The successful applicant will be required to provide a copy of their current "Working with Children Blue Card" prior to the commencement of their employment. A letter of appointment will be provided and will be subject to relevant security checks being completed and cleared.

Unsuccessful interviewed applicants will be notified by telephone within two weeks of the interview taking place, and if requested can be provided with post-selection feedback in regards to their individual performance.

Applicants with a grievance in regard to non-compliance with relevant legislation during the selection process (e.g. Equal Employment Opportunity Legislation) should notify the management committee in writing within five working days after the interview takes place.