



# Job Application Form

## POSITION APPLIED FOR:

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## PERSONAL DETAILS:

Name:	
Address:	
	Post Code:
Contact details: Work Telephone	
Home Telephone	
Mobile:	
Email Address:	

## REFERENCES:

Are you willing to have referees contacted in relation to this application? Yes  No

*All information derived from Reference checks will remain confidential and be conducted legally in an ethical manner.*

Please provide details of at least two people who have agreed to speak on your behalf regarding your work history. (Please ensure that the referees are work specific).

Name	Contact Details	Working Relationship

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## Office Use Only:

### Reference Check:

Referees Name:	Date Conducted	Result	Initial



These key result areas and measures will be monitored through performance of the following duties:

**1. Establishment Phase (0-4 months)**

- Meet with Aboriginal organisations and key workers to establish relationship
- Meet with Aboriginal networks and liaise and meet with ACBAG and Bradfield Nyland Group;
- Define roles and responsibilities of ACBAG as Reference Committee and determine core priorities for project for first 12 months;
- Map Aboriginal Organisations in Western Sydney;
- Develop annual workplan.

**The scope of work for the project over three years may include:**

**2. Linking Aboriginal organisations to respond to needs and aspirations of Aboriginal communities.**

- Linking with existing Koori Interagencies.
- Assisting with Event Management for Aboriginal Organisations
- Policy and Advocacy work with ACBAG members to develop models for an identified voice for Aboriginal organisations in Western Sydney.
- Developing a regional forum of Aboriginal community organisations.
- Connecting with Interagency work of WSCF Regional Resource staff to bring team to Aboriginal organisations;
- Linking with Western Sydney Reconciliation Network and x Aboriginal Development Officers in WS Councils;
- Working with Aboriginal organisations to develop partnerships resources, identify partnership needs and develop models e.g. Website – Aboriginal identified pages.

**3. Consultation and Planning to assist groups participate in the development of models of representation and partnership**

- Working with Aboriginal organisations to build understanding of each others work and areas for linkage with each other and with non-indigenous organisations.
- Undertaking consultation and planning to specify overall and individual needs as appropriate.
- Linking stakeholder groups (locally and across the state): Western Sydney Aboriginal organisations, Koori Interagencies, Reconciliation Network and Aboriginal Council workers –Aboriginal Child and Family and Community Care Secretariat.
- Support Koori Managers' program with secretarial resources and facilitation as appropriate.

**4. Facilitate Development and Training access to enable Aboriginal Managers to increase skills, provide support and access to resources**

- Promote Funding Resource Kit, Guide to Collaboration and Partnerships and other resources being developed Bradfield Nyland Group for the ACBAG;
- Work in partnership with WSCF team to provide training/support for submission writing and identify resources available for consultancy in grant tender writing;
- Develop new worker kit as a resource for Aboriginal organisations in Metro West;
- In consultation with WSCF Learning and Development team identify training needs and implement appropriate training strategies to strengthen the above work especially in Policy and Advocacy;
- In consultation with WSCF Learning and Development team identify and link appropriate consultants to work with Aboriginal organisations;

- In conjunction with WSCF Resource workers identify and implement back office support needs and appropriate back office resources to meet needs, e.g. bookkeeping and accounting, administration, computer training.

**5. Enhance relationships through planning, participation and collaboration by:**

- Advocating for and resourcing appropriate and inclusive consultation, advisory and planning processes at local, sub-regional, regional and state-wide levels;
- Enhancing and initiating collaboration that will act as a catalyst for program improvement on non-government human service provision in G/ Western Sydney at a local and regional level;
- Developing a draft structure to enable capacity for comment on issues at state and federal level
- Working with WSCF's partnership in the Sydney Alliance to create a strong Aboriginal voice for civil society on with Sydney Alliance as key partnership strategy;
- Developing and maintaining effective and positive relationships with relevant non-government organisations and groups, government departments, peak bodies, regional organisations , education and training providers, and private sector providers, on issues of non-government human service provision in Greater Western Sydney.

**6. General responsibilities include:**

- Represent and promote WSCF positively;
  - Provide regular reports to the Operations Manager against work plan objectives;
  - Work co-operatively with WSCF team members;
  - Ensure administration systems are actively maintained to meet accountabilities;
  - Ensure activities are undertaken within approved budgets;
  - Actively promote membership of WSCF;
  - Comply with all relevant WSCF Policies and Procedures;
  - Ensure the safety, health and welfare of all employees, contractors and visitors in consultation with other staff and in accordance with relevant legislation and WSCF Policy and Procedures;
  - Other duties as requested relevant to the position.
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**Selection Criteria**

The competencies required for the position are:

- Experience of managing a community organisation
  - High level understanding of the issues involving Aboriginal communities in Western Sydney;
  - Community development and project management skills ;
  - Understanding of the role of the community sector and relevant government processes;
  - Understanding of the challenges for Aboriginal services;
  - Ability to engage with stakeholders across a range of agencies and ability to work in partnerships and develop positive relationships with stakeholders;
  - Conceptual skills, with sound analytical and problem solving ability;
  - Verbal, written communication and computer skills;
  - Negotiation skills and interpersonal skills;
  - Commitment to social justice principles.
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August 2010



### **WSCF Vision**

Leading Western Sydney community organisations to enhance strong, democratic, vibrant, socially just local communities

### **WSCF Description**

WSCF is the Western Sydney regional peak organisation providing regional leadership, facilitating collaborative action and developing resources to enable community organisations to effectively address issues relating to social justice and social inclusion.

### **WSCF Purpose**

WSCF strengthens the work of community organisations across the Western Sydney region to increase the capacity and resilience of disadvantaged communities.

### **WSCF Works with and for....**

Funded and unfunded community-based organisations / services working for social justice in Western Sydney.

### **WSCF Strategic Directions**

All projects work towards –

- Facilitating collaborative action on social justice issues and leading responses to government policy
- Building strong resilient community organisation in Western Sydney
- Connecting pro-actively with marginalized groups to increase equity of access to resources
- Demonstrating and practicing models of good governance and sustainability

### **Background**

During 1981 a number of agencies and groups in Western Sydney became concerned at the lack of effective consultation and information sharing between funding bodies and community based organizations. There was a belief that this situation would only be rectified if community based organizations became more organised themselves.

A well attended public meeting was held at the Blacktown Area Health Centre on 3 August 1983, sponsored by more than a dozen organizations in the region. Sue Vardon, then YACS Regional Director for the North West Metropolitan Region attended and indicated her department's support for a regional coordinating body of non-government agencies. The meeting unanimously endorsed the concept of the "Western Sydney Community Forum" and set up a Steering Committee.

A second public meeting was held at Fairfield on 19 October 1983 to formally establish the Western Sydney Community Forum (WSCF). This meeting adopted the Constitution setting out the objectives and providing for membership to be open to "organisations based in Western Sydney that are managed by community managed committees." For the year 1984/85 the Forum, as it became known, received a CEP grant to employ a clerical worker and coordinator plus funds for equipment and administration costs.

The Forum has changed significantly since 1984. Funding sources now include the Human Services Community Services, Ageing and Disability and Home Care, and Transport NSW.

WSCF has a cross-regional membership of over 150 community-based organisations and represents organisations working in the Local Government Areas of Auburn, Bankstown, Baulkham Hills, Blacktown, Blue Mountains, Camden, Campbelltown, Fairfield, Hawkesbury, Holroyd, Liverpool, Parramatta, Penrith and Wollondilly.

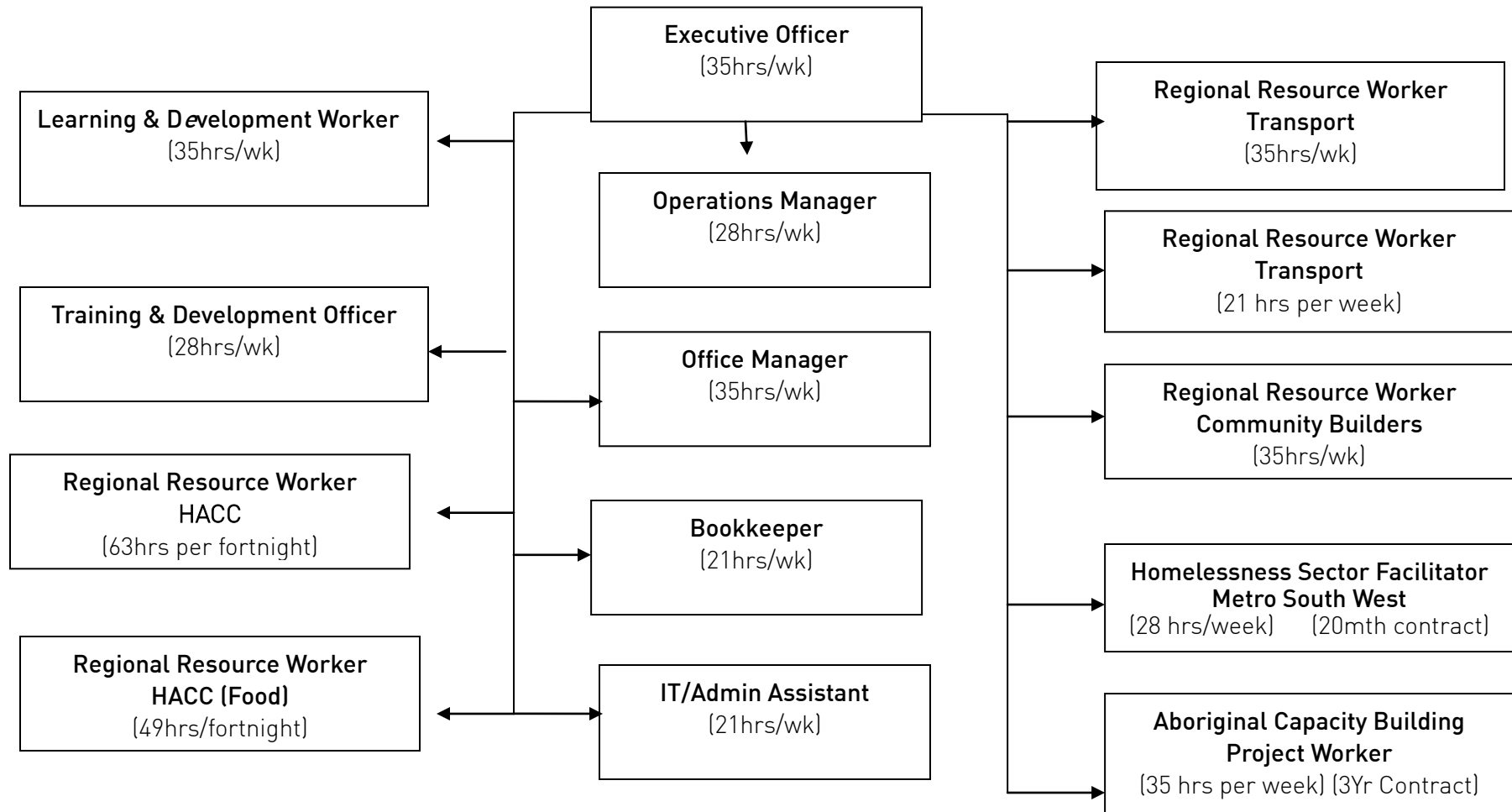
WSCF works to build strong, organised communities by bridging the divide between communities and policymakers at the local, regional, state and national level. As a capacity building and advocacy organisation, WSCF ensures a voice for the people working daily with the challenges facing the region, connecting those too often left out.

WSCF enjoys widespread support and extensive networks amongst the community sector in Western Sydney. We work to strengthen partnerships with community-based practitioners, non-government organisations and others committed to finding solutions by bringing together resources, partners and information. We utilize a range of strategies to promote local successes and local leaders.

Within this context WSCF:

- provides non-government organisations and groups with learning opportunities and resources, including the translation of written materials into a range of community languages;
- supports and resources collaboration between local groups and networks;
- responds to current and emerging issues and needs of the region;
- facilitates community participation and representation in planning and decision making processes;
- and supports the development of services that better meet the needs of marginalized and disadvantaged people and communities.

## Organisational Structure September 2010



## **Western Sydney Community Forum (WSCF) above-Award employment conditions**

**Note:** To be read in conjunction with the NSW Social and Community Services (SACS) Award.

All conditions are pro rata for part-time workers

### **Hours worked each week**

The employee will be employed as a permanent full-time employee based on thirty-five (35) hours per week on a seventy (70) hour pay cycle.

### **Hours of work**

The ordinary hours of work will not exceed thirty-five (35) hours per week on a full-time basis, and will be worked between 6:00am and 8:00pm Monday to Friday or on a flexible basis as agreed between employer and employee.

### **Time off in Lieu in lieu of Overtime (TIL)**

Time off in lieu is the preferred method of payment for any hours worked beyond normal work hours. Except in exceptional circumstances, overtime and out-of-hours work will only be worked with the prior consent of the Operations Manager.

Employees will be permitted to accumulate no more than twenty-one (21) hours pro rata before taking time off in lieu except on one occasion each year, when a maximum of thirty-five (35) hours pro rata may be accumulated and taken in lieu with prior consent of the Operations Manager.

All overtime required to be worked outside of the ordinary working hours will accrue TIL at the rate of time-and-one-half, except weekend work which will accrue TIL at double time.

### **Public Holidays**

The following are deemed Public Holidays as per the NSW SACS Award: New Year's Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Queen's Birthday, local Labour Day, Christmas Day, Boxing Day, and any other day duly proclaimed and observed as a Public Holiday in NSW. WSCF also recognizes the August Bank Holiday as a public holiday.

### **Other Holidays**

Other religious, cultural and national holidays may be taken as TIL, annual leave or leave without pay as negotiated with the Operations Manager at the commencement of employment.

### **Annual Leave**

Annual Leave will be granted and paid in accordance with the terms of the Annual Holidays Act, 1944.

### **Christmas/New Year Leave**

Full-time employees will be entitled to three (3) days paid leave (without leave loading) between the Christmas and New Year public holidays each year. This leave will not be subtracted from leave entitlements. Part-time employees will only be paid for their

ordinary working days.

Employees, who have commenced employment prior to 1 October of that year, will be entitled to an additional four (4) days paid leave (without leave loading) during the Christmas/New Year holiday period. This leave will not be subtracted from leave entitlements. Part-time employees will only be paid for their ordinary working days.

### **Sick Leave (including carer's leave)**

An employee will be entitled to sick leave on full pay, calculated by allowing fifteen (15) days pro-rata at full pay for each year of continuous service on a cumulative basis less any sick leave on full pay already taken. Employees are entitled to access sick leave to care for a family member who is ill or injured.

Proof of the illness or injury will be furnished in a manner satisfactory to the employer after three (3) consecutive days' absence from normal duty.

Continuous service will be calculated in the same manner as prescribed by Long Service Act, 1955.

An employee will not be entitled to sick leave on full pay for any period in respect of which such employee is entitled to Worker's Compensation.

Cumulated sick leave is not payable on resignation or termination.

### **Long Service Leave**

The provisions of the Long Service Leave Act, 1955, will apply.

An employee will be entitled to be paid Long Service Leave after five (5) years of continuous service on a pro-rata basis of three (3) months for fifteen (15) years service or one (1) month (i.e., four (4) and one third (1/3) weeks) for 5 years.

Following four (4) years of continuous service, staff who have utilized all other leave entitlements, may apply to the Operations Manager to access their accumulated Long Service Leave entitlements to address special circumstances. Long Service Leave entitlements paid under these circumstances will not be paid in a lump sum but paid over time to support the employee's continued work with WSCF. Staff should provide proof of the illness/injury or related carer responsibilities in a manner satisfactory to the Operations Manager.

### **Parental Leave**

A full-time employee who has served for a continuous period of not less than fifty-two (52) weeks who is taking on parental responsibilities with a new born or newly adopted child will be entitled to up to fifty-two (52) weeks unpaid leave including six (6) weeks full pay and six (6) weeks half paid leave. Unpaid leave may be extended for a further fifty-two (52) weeks.

All other Parental Leave entitlements are as per Industrial Relations Act 1996.

### **Special Leave**

An employee is entitled to a total of five (5) days leave for legitimate ceremonial or cultural

purposes, or for compassionate /bereavement leave as negotiated with the Operations Manager and Executive Officer.

This leave is non-cumulative year to year. Additional provisions maybe negotiated with the Operations Manager and Executive Officer as circumstances require.

### **Study Leave**

Employees are eligible to apply to the Operations Manager for study leave following fifty-two (52) weeks of continuous service. The course of study will be relevant to their current position.

Each employee may apply for a maximum of two (2) normal working weeks study leave each year. This entitlement is not accumulative.

### **Union Leave**

An employee may apply to the Operations Manager to attend union training in paid time. An employee will be entitled to two (2) hours per month to attend union branch meetings and activities. This entitlement is not accumulative.

### **Allowances and Expenses**

An employee who, with the approval of the Operations Manager, uses on official business, a motor vehicle maintained primarily for other than official business shall be paid a kilometrage equal to the rates prescribed from time-to-time by the Australian Taxation Office.

An employee required to travel by other means in the course of his or her employment other than to or from the usual place of employment, will be reimbursed all reasonable travelling expenses incurred upon presentation of suitable receipts.

An employee, who, with the approval of the Operations Manager, travels on official business, will be reimbursed all accommodation and meal expenses incurred upon presentation of suitable receipts.

### **Car Insurance**

An employee who must use a private vehicle in the course of his/her employment and is reimbursed the cost of travel at the rates specified above must comprehensively insure the vehicle used.

In the event of an accident or damage occurring in the course of an employee carrying out their duties, it will be the employer's responsibility to cover the cost of any excess and make up the difference if a No Claim Bonus is lost to the maximum of \$400 in any twelve (12) month period.