

Introduction

Thank you for your interest in the position of Non-Executive Board Director on the Anglicare Central Queensland (“AnglicareCQ”) Board of Directors. AnglicareCQ is committed to recruiting directors who are suitably qualified and experienced and who have the qualities and values to undertake their role. AnglicareCQ recruits, selects and appoints in a fair, confidential and transparent manner ensuring compliance with relevant legislation and the organisation’s obligations under funding agreements.

This Information Guide has been prepared to assist you in the preparation of your application and should be read in conjunction with the Position Description and self assessment tool (skills matrix).

Privacy

We understand and respect your right to privacy and have safeguards in place in line with the requirements of the Privacy Act 1988. The information provided in your application will only be used for the purpose of recruitment and selection related processes.

Cultural Diversity and Equal Employment Opportunity

We recognise and celebrate that the Australian community is comprised of people who bring to it a wide range of cultural traditions, languages, religious beliefs and values and are committed to ensuring that our organisational values, policies, procedures and practices are inclusive and reflect this respect for and appreciation of all diversity. We are an equal employment opportunity employer.

Before you apply

Working with Children Declaration

Further details regarding this check may be obtained by accessing the Commission’s web site at the following internet address: <http://www.bluecard.qld.gov.au/>

Confirmation of appointment for Directors will be conditional upon the preferred applicant being issued with a Working with Children Blue Card from the Commission for Children and Young People and Child Guardian. Director roles also require Yellow Card (Working with Disabilities) suitability check.

Lodging your Application

Please lodge your application utilising the online Employment Application Form; alternatively you may submit your application by post, to the e-mail address boardchair@anglicarecq.org.au or to the nominated AnglicareCQ office.

Closing Date

The closing time and date are included on the website and advertisement. Please ensure that your application is completed and submitted before the closing time.

Application Process

Your Expression of Interest should contain the following:

- A cover letter expressing your interest.
- Your resume or curriculum vitae.
- A completed copy of the Skills matrix.
- Contact details for at least two (2) referees.

Policy

It is our policy to select and recruit the most suitable applicant based on merit relative to agreed position requirements and organisational requirements.

Selection Process

The selection (short listing) of applicants to be interviewed will be based on an assessment of information provided in your cover letter, resume and self assessment using the skills matrix provided. Once shortlisted applicants have been interviewed referee checks will be conducted with at least two of the referees provided (with your prior consent).

Preferred candidate/s will be recommended to the Board by the selection committee or Bishop-in-Council for the appointment as a Director.

All unsuccessful applicants will be notified in writing of the outcome of the selection process.

Feedback and Queries

The Chair of the Board is able to provide feedback to applicants if requested. Any queries or concerns in relation to the validity of the recruitment and selection process can be directed to the Board of Directors either in writing or verbally.