



**Italian Australian Pensioner's Welfare Association of Tasmania**

## **Selection Criteria**

**For the position of**

### ***Day Centre Manager***

#### **Essential Criteria:**

Please support your job application for this position by providing details, evidence and examples of how well you fit the selection criteria. Please write no more than 1-2 paragraphs per criterion.

- **Criterion One (Service Delivery):** Ability to promote and ensure high quality service delivery and coordination, as required in meeting applicable guidelines and standards.
- **Criterion Two (Management):** Experience in managing staff, with an ability to inspire a cohesive, supportive team environment.
- **Criterion Three (Working Environment):** Experience in working effectively and efficiently (individually and as part of a team) within a community organisation.
- **Criterion Four (Resourcefulness):** Within a community-based organisation framework, an ability to identify and source funding opportunities, and to meet required reporting processes and deadlines.
- **Criterion Five (Networking):** Ability to liaise productively with other organisations, such as government bodies and other relevant stakeholders
- **Criterion Six (Computer Literacy):** Sound knowledge of computerised systems, including data systems and processes, and MYOB

#### **Referees:**

Please provide details of **two to three** referees to support your job application. Please provide:

- Full Name
- Position
- Relation to Applicant
- Length of Time Referee has known Applicant
- Phone
- Email

Please let us know if you would like us to contact you before contacting your referees

## **Finalising Your Application:**

Please remember to submit all necessary documents for this application, including:

- Cover Letter
- CV (including referees)
- Responses to Selection Criteria
- Current National Police Check Certificate (within three years of application date)

Please submit all applications to:

Public Officer – IAPWAT  
PO Box 297  
North Hobart TAS 7002

Or email [info@italiandaycentre.com](mailto:info@italiandaycentre.com).

For more information, please call (03) 6234 2443.

Our opening hours are from 9:00am – 4:00pm Monday to Friday.

Applications close at **5:00pm on Friday 16<sup>th</sup> March 2018.**

Applicants will be contacted for interviews within the first week after applications have closed.

All applicants will be notified of the outcome of their application.

*Thank you for your submission.*