



## Anglican Diocese of North West Australia Port Hedland Seafarers Centre

### Senior Chaplain (Head of Mission) - Port Hedland

The Port Hedland Seafarers Centre and the Anglican Diocese of North West Australia share a big vision - to bring the gospel to all the nations. We provide spiritual and practical care to some 100,000 seafarers who visit our port each year.

#### Responsibility

You will lead the centre teams and promote the gospel to seafarers. Your primary responsibility will be to oversee the chaplaincy and centre ministry to ensure delivery of quality programs and services through good management of resources. Reporting to you are the Port Hedland Business Manager (who oversees the day-to-day operations) and the Port Hedland Assistant Chaplain plus the chaplain of the other centres. For more information see <http://www.phseafarers.org/> and <https://www.mtsnwa.org/>.

The wide ranging duties of this role require you to be passionate about helping seafarers, flexible, well organized, innovative and committed to faithful service.

#### Context

The centre in Port Hedland provides onshore recreation, counselling, communications, currency exchange and shopping facilities to 36,000 seafarers and 9,000 tourists each year. With 15 paid staff and a small team of volunteers, the business turns over several million dollars per year. The centre is also a tourist attraction, running the Port Hedland Visitor Centre, launch tours of the harbour.

#### Selection criteria

- An ordained Anglican Minister eligible to hold a Licence from the Diocesan Bishop.
- A degree in Theology from a recognised theological or Bible college.
- Demonstrated skills in evangelism, pastoral care, Bible teaching and chaplaincy
- Demonstrated outstanding level of communication and inter-personal skills.
- Demonstrated high level skills in problem solving and conflict resolution
- Demonstrated skills and experience in leadership, management and administration
- Demonstrated negotiation skills and experience in developing and maintaining relationships
- Demonstrated ability to motivate teams and simultaneously manage several projects
- An understanding of the aims and objectives of Port Hedland Seafarers Centre
- An understanding of the aims and objectives of Missions to Seafarers North West Australia

For more information about the role, contact Diocesan Registrar Khim Harris on 0433 033 174 or Bishop Darrell Parker on (08) 9921 7277.

Go to <https://www.anglicandnwa.org/vacancies> to download a Job Application Pack, including a detailed role description and information about the attractive working conditions.

*Bringing the gospel to the Nations*



## INSTRUCTIONS FOR JOB APPLICANTS

Thank you for your interest in the position advertised by The Diocese of North West Australia. Attached (or available from our website) is the job description form, including the selection criteria. These guidelines are presented to assist you in preparing your written application and to enable you to plan for a possible interview.

### ELIGIBILITY

In order to be considered for the position you must be able to show that you meet all the essential selection criteria. Before preparing your application check the essential selection criteria described in the role description to make sure you are eligible to apply.

### CLOSING DATE

Some vacancies are advertised for a specific period and close at 5.00pm on the closing date of the advertisement. Please read the advertisement carefully as **late applications will not be accepted**. If no closing date is listed in the advertisement, your application can be submitted at any time.

### ENQUIRIES

If you would like to find out more about the vacant position you should contact the person whose name is included in the advertisement. This is also the person to whom you should address your covering letter.

### PREPARING YOUR APPLICATION

Applicants who demonstrate in their application that they meet the essential criteria and are competitive in comparison with other applicants will be interviewed. This decision will be based on the information you provide in your application.

- Your application should preferably be sent by email or by post. Please do not submit hard-copy applications in plastic or cardboard folders.
- Do not present an overlong or rambling application, as the importance of your arguments may be lost.
- Applications received will not be returned, therefore you should photocopy any original documentation.
- Before adding any attachments, consider carefully whether they really add anything of value to your application in demonstrating your ability to meet the criteria

Your application should include the following documentation:



1. RESUMÉ (Curriculum Vitae) which comprises of:

- personal details including name, address, telephone number(s) and email;
- a summary of work history starting with the most recent position. Information should include approximate dates and details of the tasks/responsibilities required in each job;
- your education and training achievements, including membership of any professional bodies and/or licensing authorities; and
- any activities you have undertaken outside of work which are relevant to the application.
- names, work addresses and day-time telephone numbers of three referees, including your church pastor. It is desirable that one referee is your current supervisor and that the other referee can also provide information on your work performance.
- if your current supervisor is not able to provide a reference, then you should explain why and supply the contact details of your immediate past supervisor or someone else who can provide information on your work performance.

While a standard resumé is useful, it is often not comprehensive enough for every vacancy you apply for. You should include information specifically relevant to the position advertised and the selection criteria issued.

2. STATEMENT OF CLAIMS AGAINST THE SELECTION CRITERIA

The selection criteria specify the minimum education, knowledge, skills and abilities required for the position. Preparation of your statement is the most important part of your application.

When preparing your statement it is recommended that you;

- treat each criterion separately, using each criterion as a heading;
- provide a brief statement on each criterion, demonstrating how you possess the relevant skills, experience, knowledge and qualifications to successfully carry out the duties of the position. This may include a description of tasks or projects where you have used the required skills or knowledge; and
- keep the overall length to around two pages.

Electronic applications should be sent to [reception@anglicandnwa.org](mailto:reception@anglicandnwa.org)

Hard copy applications should be posted to P O Box 2783, Geraldton WA 6531; or hand delivered to the Diocesan Office at 101 Cathedral Avenue, Geraldton.



## **SELECTING APPLICANTS FOR INTERVIEW**

Each application will be assessed for the interview short list. This process may take a couple of weeks.

## **INTERVIEW PREPARATION**

The job interview is an important part of the selection process. Questions at the interview will be related to the selection criteria. In some circumstances the panel may not be able to test the whole of the selection criteria through your written application and interview questions. You may be assessed in other ways, for example, a written test, a presentation or practical demonstration.

To prepare yourself for the questions which may be asked;

- be aware of what the job involves from the role description, the selection criteria and by talking to the contact person listed in the advertisement;
- focus on the selection criteria and think of examples of work situations where you applied the relevant skills and abilities;
- focus on the duties of the position and how you would carry them out. Think of any problems you might encounter and how you would resolve them.
- If relevant, you may wish to bring with you examples of your work which demonstrate your skills and abilities.

## **THE INTERVIEW**

If selected for an interview you will generally be advised of the details several days before the interview date. Interviews will usually take about an hour depending on the position advertised.

During the interview:

- Do not assume that the interviewer(s) know about your suitability for the job, even though you may have worked with them or have had previous experience in the position for which you have applied. Having got to the interview stage your job is to convince the interviewer(s) that you are the most suitable person for the position.
- Take time to answer each question. The interviewer(s) will appreciate a well thought out answer presented clearly and concisely.
- Where possible, relate your answer to direct experiences you have had.
- When the opportunity is presented, feel free to ask any questions you may have, relevant to the position. Avoid asking questions "just for the sake of it". If you do not have any questions do not hesitate to say so.

If you have any questions or concerns about the Diocese's recruitment and selection process, please contact the Registrar, Khim Harris, on 0433 033 174, or the Bishop, Darrell Parker, on (08) 9921 7277.

Port Hedland Peace Memorial Seafarers Centre Inc  
Anglican Diocese of North West Australia

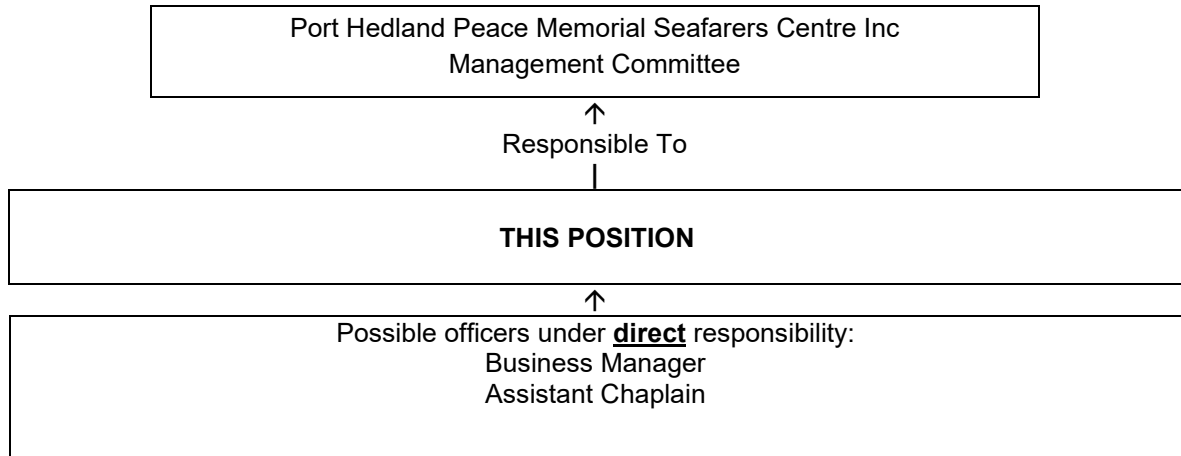
## JOB DESCRIPTION FORM

SECTION 1 - OFFICE TITLE

Date of document: 28 March 2023

### SENIOR CHAPLAIN (HEAD OF MISSION)

SECTION 2 - REPORTING RELATIONSHIPS



SECTION 3 - KEY RESPONSIBILITIES

*Responsible for the delivery of spiritual care to seafarers and implementing the strategic goals of Mission to Seafarers Port Hedland (MTS-PH) by providing leadership towards the achievement of its vision and purpose.*

SECTION 4 CONTEXT & SCOPE

**CONTEXT AND SCOPE**

**PURPOSE OF MTS-PH**  
*To meet the spiritual and practical needs of seafarers visiting its port.*

**ROLE OF POSITION**  
To work as the leader of the MTS-PH team, with the primary responsibility of overseeing the chaplaincy and the operations of the organization to ensure that the MTS-PH delivers high quality programs and services through good management of its resources.

The wide ranging duties of this position requires the person to be passionate about helping seafarers, flexible, well organised, innovative and committed to faithful service.

SECTION 5 OUTCOME STATEMENT

<b>This position is responsible for contributing to the achievement of the following outcomes:</b>	
<b>Duty No</b>	<b>Details (time allocation)</b>
<b>1.</b>	<b>Program and Service Delivery (60%)</b>
<b>1.1</b>	<p><b>Outcome:</b> MTS-PH delivers high quality services in an efficient and sustainable manner.</p> <p>1.1 Manage and personally deliver the chaplaincy program, both on-site and off-site such as through ship visiting.</p> <p>1.2 Recommend a yearly operational plan for Management Committee approval.</p> <p>1.3 Oversee the development, marketing and delivery of MTS-PH programs and services consistent with the approved operational plan.</p>
<b>2.</b>	<b>Financial, Facilities, Risk and Staffing Management (10%)</b>
<b>2.1</b>	<p><b>Outcome:</b> MTS-PH operates within available resources with a minimum of risk.</p> <p>2.1 Recommend a yearly budget for Committee approval and prudently manages MTS-PH resources within the approved budget according to current laws and regulations.</p> <p>2.2 Recommend a yearly risk management plan for MTS-PH, including identifying major risks and the controls in place to address them.</p> <p>2.3 Effectively oversee MTS-PH staffing according to authorized personnel policies and procedures that fully conform to current laws and regulations.</p>
<b>3.</b>	<b>Community and Public Relations (10%)</b>
<b>3.1</b>	<p><b>Outcome:</b> MTS-PH has an excellent community and public profile.</p> <p>3.1 Ensure that the purpose, programs and services of MTS-PH are consistently presented in strong and positive way to relevant external stakeholders.</p> <p>3.2 In liaison with the Bishop and Chairman, act as a public spokesperson for MTS-PH.</p>
<b>4.</b>	<b>Governance Administration and Support (10%)</b>
<b>4.1</b>	<p><b>Outcome:</b> Management Committee Members can effectively govern the MTS-PH.</p> <p>4.1 Support the work of the Committee by keeping it fully informed about MTS-PH operations.</p> <p>4.2 Develop appropriate policy recommendations for consideration by the Committee.</p> <p>4.3 Propose agendas for Committee meetings that reflect issues, opportunities and priorities.</p> <p>4.4 Present a written report to all Committee meetings that includes a budget update; and report to the MTS Australian Council and London Office as required.</p> <p>4.5 Perform other duties as prescribed in writing from time to time by the Committee.</p>
<b>5.</b>	<b>Other (10%)</b>
<b>5.1</b>	<p><b>Outcome 1:</b> MTS-PH team members work together in an effective and cooperative manner in order to discharge all responsibilities and achieve set goals.</p> <p>5.1.1 Provide Christian leadership to the MTS-PH team by overseeing prayer, Bible study and team development as appropriate.</p> <p>5.1.2 Provide spiritual care to team members and exercise spiritual self-care, e.g. through Bible reading &amp; prayer and participation in Diocesan activities.</p> <p>5.1.3 Willingly participate in CPD and a work appraisal process.</p> <p>5.1.4 Follow instructions from the Bishop.</p>
<b>5.2</b>	<p><b>Outcome 2:</b> A working environment that is safe, free from harassment and values a Christian approach in all that we do.</p> <p>5.2.1 Maintain and model a culture of safe ministry, including high levels of workplace health and safety.</p> <p>5.2.2 Lead by example the implementation of initiatives that promote fairness and high standards of personal behaviour and practice as outlined in Faithfulness in Service: a national code for church workers.</p>

SECTION 6 - SELECTION CRITERIA

**TITLE:** SENIOR CHAPLAIN

**EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE  
Include Qualifications, Skills, Experience, and Other Competencies**

**ESSENTIAL**

1. An ordained Anglican Minister eligible to hold a Licence from the Diocesan Bishop.
2. Qualifications in Theology from a recognised theological or Bible college.
3. Demonstrated skills in evangelism, pastoral care, Bible teaching and chaplaincy.
4. Demonstrated high level of communication and inter-personal skills.
5. Demonstrated good level skills in problem solving and conflict resolution.
6. Demonstrated skills and experience in leadership, management and administration.

**DESIRABLE**

7. An understanding of the objects of Port Hedland Peace Memorial Seafarers Centre Inc.
8. Experience in chaplaincy.
9. Personal experience of the sea or an understanding of seafarers and their work.
10. An understanding of the vision and mission of the Diocese.

**SECTION 7 - APPOINTMENT FACTORS**

**LOCATION:** Port Hedland

**ALLOWANCES/SPECIAL CONDITIONS:**

1. Appointment subject to a satisfactory health check and DNWA Safe Ministry screening, including Federal Police Clearance and a Working with Children Check.
2. Must be eligible and willing to acquire a Maritime Security Identity Card (MSIC).
3. Must possess a current Australian Driver's Licence.
4. Must be willing to work a flexible schedule with some weekend and evening work together with intrastate travel and occasional interstate travel.
5. Appointment will initially be on the basis of a 1-year contract.
6. An attractive remuneration package will be offered that includes a partly-furnished house, a vehicle, utilities and ICT costs, remote area allowance, removal costs and return airfares to Perth each year for you and your family.

**SPECIALISED EQUIPMENT OPERATED:** SMART PHONE, COMPUTER, PRINTER

**SECTION 8 - CERTIFICATION**

- (i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the Office.

COMMITTEE CHAIR

DATE:


- (i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the Office.

DIOCESAN BISHOP

DATE:


- (ii) As the occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document and in the performance of these duties will be committed to the values, vision, purpose and purpose of Port Hedland Peace Memorial Seafarers Centre Inc and the Diocese of North West Australia.

Name (in full): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_