



## Port Hedland Seafarers Centre

### Centre Coordinator - 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. You can be part of this vision by joining a dedicated team in a Christian organisation that offers a friendly and supportive working environment.

We are currently seeking a **Centre Coordinator** to join the team at our Seafarers Centre in the heart of Port Hedland. Reporting to the Business Manager, you will be coordinating the Centre's day-to-day operations.

Successful applicants will have:

- A firm Christian commitment and active involvement in their church.
- Demonstrated skills in administration and management.
- Demonstrated communication and inter-personal skills.
- Demonstrated skills in financial, human and physical resources management.
- Demonstrated ability to lead a team.
- At least 3 years' experience in an equivalent role.

In addition to this, it is desirable (but not essential) that you have:

- Experience working in a remote area.
- Qualifications in management is desirable.
- An understanding of the objects of Missions to Seafarers.
- An understanding of the aims and objectives of the Diocese.
- A connection with the Anglican Church.

The Port Hedland Seafarers Centre provides onshore recreation, counselling, communications, currency exchange and shopping facilities to 36,000 seafarers and 9,000 tourists that come through the port each year. Part of the International Mission to Seafarers, it is also a significant member of the Port Hedland business community. With 15 paid staff and a small team of volunteers, the business turns over several million dollars per year and also brings in significant foreign exchange as seafarers shop in the community. The Centre is also a tourist attraction, running launch tours of the harbour and bus tours of Fortescue Metals Group stockyard and ship-loading operations.

**For more information about the role, contact the Management Committee Chairman Caiden Gray on 0412 268 801 or Diocesan Registrar Khim Harris on 0433 033 174.**

**To obtain a Job Application Pack, including a detailed role description and information about the attractive working conditions, go to: [www.anglicandnwa.org/vacancies](http://www.anglicandnwa.org/vacancies).**

Shortlisting will begin immediately and applications will close when a suitable candidate is found.



## 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 Seafarers Centre



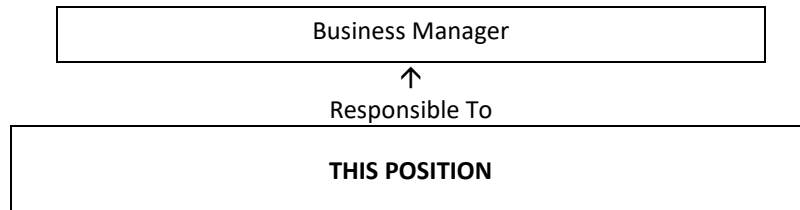
## JOB DESCRIPTION FORM

SECTION 1 - JOB TITLE

Effective Date: 9 March 2023

### CENTRE COORDINATOR

SECTION 2 - REPORTING RELATIONSHIPS



Officers under **direct** Responsibility: Nil

Officers under **indirect** Responsibility:

- Shift Supervisor
- Purchasing Assistant
- Centre Assistant
- Bus Driver

SECTION 3 - KEY RESPONSIBILITIES

The Centre Coordinator is responsible for the day to day operations of the Port Hedland Seafarers Centre.

SECTION 4 - CONTEXT & SCOPE

#### CONTEXT AND SCOPE

##### PURPOSE OF PORT HEDLAND MTS CENTRE

*To meet the spiritual and practical needs of seafarers visiting the port of Port Hedland*

##### ROLE OF POSITION

To works as a member of the Port Hedland Seafarers Centre team, with the primary responsibility of coordinatring all day to day task at the Centre to ensure that the Centre delivers high quality programs and services.

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



# Port Hedland Seafarers Centre



## SECTION 5 OUTCOME STATEMENT

This position is responsible for contributing to the achievement of the following outcomes:	
Duty No	Details (time allocation)
1.	<p><b>Program and Service Delivery</b></p> <p><b>Outcome:</b> The Centre delivers high quality services in an efficient and sustainable manner.</p> <ul style="list-style-type: none"> <li>• At all times to serve the Seafarers and to have their welfare as a priority.</li> <li>• Delivery of Centre programs and services as per approved business/operational plan.</li> </ul>
2.	<p><b>Financial, Facilities, Risk and Staffing Management</b></p> <p><b>Outcome:</b> The Centre operates within available resources with a minimum of risk.</p> <ul style="list-style-type: none"> <li>• Ensure that the Centre is always maintained in a clean and neat state and clear of hazards to staff, seafarers and public.</li> <li>• Supervision of all day to day tasks at the Centre. Supervise bus drivers and centre assistance.</li> <li>• Effectively manage operations staff according to policies and procedures.</li> </ul>
3.	<p><b>Community and Public Relations</b></p> <p><b>Outcome:</b> The Centre has an excellent community and public profile.</p> <ul style="list-style-type: none"> <li>• Provide friendly and approachable customer service to seafarers, tourist, public and visitors. Work with the Chaplain &amp; CEO to ensure that the purpose, programs and services of the Centre are consistently presented in strong and positive way to relevant external stakeholders.</li> </ul>
4.	<p><b>Other</b></p> <p><b>Outcome 1:</b> Centre team members work together in an effective and cooperative manner in order to discharge all responsibilities and achieve set goals.</p> <ul style="list-style-type: none"> <li>• To support all other staff in their duties as time and demand allows.</li> <li>• Willingly participate in CPD and a work appraisal process.</li> <li>• Perform any other duties and follow instructions as requested by the Chaplain &amp; CEO.</li> </ul> <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> <ul style="list-style-type: none"> <li>• Act in a manner which contributes to maintain a culture of safe ministry, including high levels of workplace health and safety.</li> <li>• Lead by example the implementation of initiatives that promote fairness and high standards of personal behaviour and practice as outlined in the HR Employee Policy Handbook.</li> </ul>



# Port Hedland Seafarers Centre



## SECTION 6 - SELECTION CRITERIA

**TITLE: CENTRE COORDINATOR**

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

**ESSENTIAL**

1. Active membership of a church.
2. Demonstrated skills in administration and management.
3. Demonstrated communication and inter-personal skills.
4. Demonstrated skills in financial, human and physical resources management.
5. Demonstrated ability to lead a team.
6. At least 3 years' experience in an equivalent role.

**DESIRABLE**

7. Communicant member of an Anglican church.
8. Qualifications in a relevant area.
9. Experience working in a remote area.
10. An understanding of the objects of Missions to Seafarers.
11. An understanding of the mission of the Diocese.



# Port Hedland Seafarers Centre



## SECTION 7 - APPOINTMENT FACTORS

**LOCATION :** Port Hedland

**ALLOWANCES/SPECIAL CONDITIONS:**

1. Appointment subject to a satisfactory health check and Safe Ministry screening, including a reference from your Minister, 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 and be eligible and willing to acquire an F or T extension to the Licence.
4. Must be willing to work a flexible schedule with occasional weekend and evening work together with some intrastate travel.
5. Appointment will initially be on the basis of a 4-year contract following a 12-month probation period.
6. An attractive remuneration package will be offered that could include a furnished house, company fleet vehicle, utilities and ICT costs, remote area and entertainment allowances, removal costs and return airfares to an Australian capital city each year.

**SPECIALISED EQUIPMENT OPERATED :** SMART PHONE & COMPUTER

## SECTION 8 - CERTIFICATION

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

COMMITTEE CHAIR


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 and purpose of the Port Hedland Seafarers Centre and the Anglican Diocese of North West Australia.

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

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

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