



*bringing hope to a  
young generation*

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# APPLYING FOR THE POSITION

## District Co-ordinator - Cairns

*Please read all this information carefully*

### HOW TO APPLY

Please email your application (as an attachment) to [vacancies@suqld.org.au](mailto:vacancies@suqld.org.au)  
Please include:

1. The reference number (Ref: DCCNS) in the subject line of your email.
2. A cover letter that addresses the following:
  - ✓ Your reasons for applying for this position
3. A copy of your resume. Please ensure you provide information on:
  - ✓ Your contact details
  - ✓ Your work history
  - ✓ Your Secondary and Tertiary education, qualifications and institutions attended (please attach copies of relevant certificates)
  - ✓ Your experience/involvement in Christian ministry situations/positions (paid and voluntary)
  - ✓ Details of 3 referees (at least one of these should be your current or most recent employer, as well as personal references, preferably including your current church leader)
4. Paragraphs addressing each of the Key Selection Criteria. This information is used to assist the panel to identify the most suitable candidates to interview. You will need to provide evidence (examples/specific detail of situations/previous experience) of how you believe you meet each criterion. The Key Selection Criteria can be located in the “Key Competencies and Qualities” section of the Role Statement and is outlined below for your convenience:
  - 4.1 A living and personal relationship with Jesus Christ and strong Christian character evidenced by servant leadership, a commitment to local church, a valuing of people in general and marginalised people in particular and a willingness to submit to organisational leadership structures.
  - 4.2 A demonstrated ability to manage, lead and develop volunteers and staff in the work place and/or in voluntary situations.
  - 4.3 A demonstrated desire and ability to network, build partnerships and strategic alliances with a range of key people to build the organisation’s profile and networks.
  - 4.4 A broad understanding of Christian youth and children’s ministry.

*school  
chaplaincy*

*camps*

*training*

*resources*

*community  
outreach*

*at risk  
youth*



Scripture Union Queensland is a member of the worldwide Scripture Union International community

- 4.5 An understanding of the operation of schools and Education Queensland policies and procedures relevant to the position.
  - 4.6 A demonstrated capacity to monitor and evaluate program and staff quality and effectiveness.
  - 4.7 An ability to effectively communicate to a wide range of people from differing ages, church backgrounds, professions and social groups.
  - 4.8 A capacity and willingness to approach people for financial support.
5. Please download and read the SU Qld Code of Conduct and Aims & Beliefs as the final Key Requirement for this position requires you to be able to subscribe to these principles.

### **AUSTRALIAN CITIZENSHIP**

If you are not an Australian citizen, you will be required to provide evidence of permanent residency status or a valid working visa. False or misleading applications may be withdrawn from the application process.

### **SELECTION PROCESS**

After the closing date a process of shortlisting of candidates, based on your written application and information in your resume will take place.

Shortlisted candidates will be interviewed, giving an opportunity to clarify information.

Reference checks will be conducted. The Selection Panel may also contact people with whom you have had association, but whom you have not listed as your referees. The Selection Panel will inform you whom they will contact to allow you to comment on the involvement you have had with these people.

Candidates will be selected on the basis of merit from information gathered through the checking process. As a Christian organisation, SU Qld expects its staff to be involved in the mission of the organisation and therefore places importance on candidates being able to express and demonstrate their Christian faith.

SU Qld will notify you that your application has been received and will also advise you of the outcome of the selection process.

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All the best with your response and if you have any questions please don't hesitate to contact SU Qld Human Resources on 3632 2222.