



Applicant Information Sheet

THE HISTORY OF WESLEY MISSION

Wesley Mission has its origins in the first Methodist Church formed in Sydney in 1812. Originally established as the Central Methodist Mission, the organisation focused on social justice and evangelism for the poor and needy people of Sydney.

The Uniting Church was created in 1977 from a union of Methodist, Presbyterian and Congregational Churches. The Central Methodist Mission became the Wesley Central Mission (and subsequently Wesley Mission).

Wesley Mission provides services across Sydney. These services are available to all people and are not discriminatory or judgmental of any persons' beliefs or lifestyle.

The services offered by Wesley Mission cover many areas and are based in a worshipping congregation which provides pastoral services, worship, media outreach through television and radio, counselling and chaplaincies. With over 3000 staff the work of the Mission continues to grow at a significant and consistent rate.

EMPLOYMENT SELECTION CRITERIA

All applicants must address the selection criteria.

The selection panel will undertake an assessment process which will match the requirements of the position with the abilities, qualifications and experience.

The selection criteria, therefore, provides the basis of selection (on merit). The key selection criteria will generally be described as essential and desirable qualifications/experience and will be directly related to the job description.

The selection criteria is developed so as to be objectively measurable, non-discriminatory and available to all job applicants. Merit based selection forms part of this organisation's EEO program which assists with increased expertise and productivity, reduces staff turnover and maximises the size and quality applicant pools.

WESLEY MISSION FIVE POLICY POINTS

1. **Evangelism** – The Mission lives by evangelism. It seeks to reach the people of our community who are in need.
2. **Worship and Service** – The worship of God and the service of human need belong together. Today through more than 450 caring centres and services, the Mission ministers to the needs of Australia.
3. **Friendship and Care** – There is an endless need for friendship and caring for people in Australia today.
4. **Social Justice** – The Church, which ministers in providing welfare to the social needs of a community, must also be involved in social justice. We speak out on social, economic, political and environmental issues.
5. **Communication** – The Church uses every means of modern communication to reach the community. Just as Paul used the great highways of the Roman Empire to take the Gospel to all the known world, so we use the printed word, television and radio programmes, videos and the internet to take the message of the Gospel to as many people as possible throughout the world. Because we are a Christian Church, all staff are expected to speak and behave in accordance with Christian standards and set an example by joining in appropriate worship services and such devotional acts as a Centre may be conducting.

How to apply

Selection for Wesley Mission positions is based on merit. This means that the person whose skills, knowledge and experience best match the position requirements will be selected.

You must submit a claim for the position, resume and completed application form. A brief covering letter is optional. Your claim for the position is the most important part of the application. To write this, make a separate heading for each selection criterion and describe your skills, knowledge and experience relevant to each point of criteria.

Your application should also include a brief description of any qualifications you may have relevant to the position, should you be successful in gaining an interview you will then be required to bring along a copy of your supporting documentation.

Send your application to the address/ email address shown in the advertisement by the closing date.

Any statement on your application that is found to be deliberately misleading could make you, if employed, liable to dismissal.

Equality of Employment Opportunity and Selection on Merit are Wesley Mission Policy.

The Interview and Selection Process

After assessing the applications, the selection committee will choose those applicants who best meet the selection criteria for further assessment. The selection committee may use a number of methods to assess your ability to do the job including: interview questions and referee and records checks.

Referee Check

At the interview, you will be asked to provide the name and contact details of two recent referees, a current or recent supervisor(s) and/or a current or recent colleague(s). Referees are asked to provide information on your work behaviour and performance and can be asked to verify or comment on claims made by you.

Criminal Records Check

With respect to some positions a criminal record check may be carried out on applicants identified suitable within various roles. If a criminal records check is to be done, you will be asked to provide your date and place of birth. A criminal records check does not necessarily disqualify you from selection. If the criminal records check results in rejection of your selection, you will be given the opportunity to discuss the matter before a final decision is made.

Working with Children Check

When applying for a position in child-related employment a Working with Children Check will also be undertaken. This is a formal process of checks to help determine your suitability to work with children or have unsupervised access to children in your work. The check takes into account relevant criminal records, relevant apprehended violence orders and relevant completed disciplinary proceedings. It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for a child-related position. Information on the Working with Children Check is located at <http://www.kids.nsw.gov.au/check>.

Permanent Appointment

To be permanently appointed within Wesley Mission you need to:

- Be an Australian citizen or have the status of permanent residence in Australia. If you do not fit this category, you are only eligible for appointment to temporary vacancies;
- Provide proof of identity.

Further Information

To find out more about the Wesley Mission and Wesley Uniting Employment please visit our website at www.wesleymission.org.au.

All personal information being collected will be dealt with in accordance with the Privacy and Personal Information Protection Act 1998.



Wesley Uniting Employment is the registered name for the delivery of Employment Services, under the umbrella of the Uniting Church in Australia.

In NSW, employment services have previously been provided by the agencies trading as either Wesley Employment of Effect Employment under the auspices of the "Uniting Church in Australia Property Trust (NSW) for Wesley mission."

As an employee of Wesley Mission you will be encouraged to participate in Wesley Mission's Staff Orientation Programme.

Wesley Uniting Employment is committed to the delivery of quality services to customers and the professional development and conduct of its personnel. As a member of staff you will be regularly presented with, and encouraged to participate in, professional development opportunities. To ensure contractual obligations are met, all WUE staff are required to comply with the Service's Code of Conduct, relevant Contract and all applicable legislation and must also comply with the documented policies, procedures and supporting documentation that comprises the Quality Management System (QMS).

The QMS is integral to the successful delivery of WUE Services and provides a framework to assist personnel to meet contractual requirements. It also ensures uniformity of service delivery and is an invaluable tool when training staff. All staff receives Quality Awareness training about the QMS structure and on the job training in the processes relevant to the particular service or suite of services they are delivering.

WUE is an expanding and dynamic organisation and with the acquisition of new programmes and services it will continue to grow. Services include Job Network Programmes, Work for the Dole, Personal Support Programme, Job Placement, Job Placement Employment and Training (JPET) and Disability Open Employment Services (DOES).



WESLEY MISSION QUALITY POLICY

Wesley Mission is a church committed to the proclamation of the Gospel of Jesus Christ and a ministry of word and deed which ministers to human need and provides personal and family care.

*We are deeply committed to serve in an ethical, caring, Christian way.
We accept responsibility for quality practices in all areas of our work -
operational, social, financial and environmental.*

To achieve this, we will consistently

- work in partnership with our stakeholders to understand and meet their needs and expectations;
- encourage, educate and empower all our employees to participate in quality improvement and risk management activities through teamwork and cross functional co-operation;
- develop and document objectives and targets for all our activities and clearly communicate them to our stakeholders;
- commit to conform to relevant internationally recognised industry and environmental standards as well as regulatory and contractual requirements;
- measure and regularly review our performance across all our activities, ensuring that we continue to improve in all we do;
- apply vigorous innovation and continuous improvement in our work practices, wherever possible exceeding minimum requirements.

The provision of a quality service is the responsibility of every employee. Each person is expected to embrace organisational values and objectives and to commit to the minimisation of risks and continuous improvement.

Wesley Mission Sydney Executive Management endorses, regularly reviews and promotes this quality policy through active participation in risk management and quality improvement activities and leadership by example.

Our Vision

To be at the heart of our community where everyone has the opportunity to live a whole and productive life.

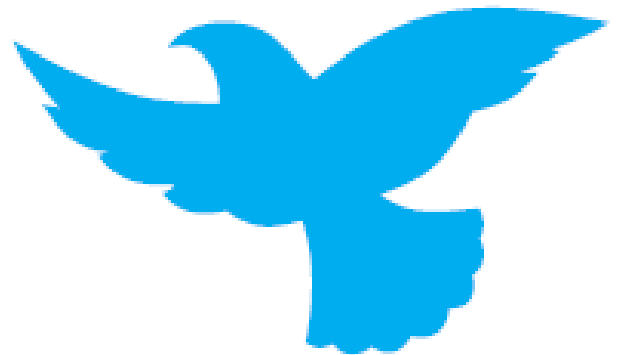
Mission Statement

Serving People, Building Hope, Honouring God.

Our Values

Out of Christian love and compassion we are driven by:

- Christlike Servanthood
- Unfailing Integrity
- Courageous Commitment



Wesley Mission Organisational Chart

