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EMPLOYMENT PACKAGE

FOR THE POSITION OF

Trainee Administration Officer

APPLICATIONS CLOSE: 4pm Friday, March 21 2025

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INTRODUCTION AND APPLICATION DETAILS

Trainee Administration Officer

(5 days per week)

The Boyup Brook Community Resource Centre is part of a state-wide network of Community Resource Centres servicing regional Western Australia.

Further information on the Boyup Brook Community Resource Centre can be found on the following website: www.boyupbrook.org

In submitting an application for this position, please provide a response to each of the points in the 'Selection Criteria' section on page 4, any supporting documents, a copy of your Curriculum Vitae and the requirements listed in the conditions of employment.

Written applications must be submitted to the Jodi Nield, Centre Manager, Boyup Brook Community Resource Centre by post or hand delivered to 86 Abel Street, Boyup Brook 6244 or by emailing crc@boyupbrook.org by **4pm Friday, March 21 2025**.

ADVERTISEMENT



Trainee Administration Officer

The Boyup Brook CRC is seeking applications for the position of
TRAINEE ADMINISTRATION OFFICER

The applicant must have good computer and communication skills, and be keen to commit to a traineeship for 12-18 months where you will receive on and off the job training. The Certificate may be either in Business or Community Services.

Selection criteria must be addressed and is available from www.boyupbrook.org or the CRC. Applications close on Friday, March 21.

For further information, please contact CRC Centre Manager, Jodi Nield on 9765 1169 or email crc@boyupbrook.org.

Applicants must have, or be willing to obtain, a recent Police Clearance and Working with Children Check.



JOB DESCRIPTION – TRAINEE

Boyup Brook Community Resource Centre (BBCRC): Is a not for profit community owned and managed organisation that supports the local and wider community through the delivery of a range of services, information, events and development opportunities.

Our Mission Statement is:

‘Connecting and supporting individuals and community with information and services’

Reporting Relationship: Position reports to the Centre Manager

Positions under Supervision: Nil

Key Responsibilities:

- As a Trainee, obtains on the job training from staff with respect to delivering effective support services to the BBCRC.
- Provides and undertakes a variety of administrative, reception, financial and secretarial support services.
- Is trained in how to establish positive working relationships with colleagues, the community and external stakeholders.
- Is trained in being able to communicate appropriately with various internal and external stakeholders.
- Records statistics on CRC usage.
- Provides assistance to community members in education, training, support services and information that meet needs.
- Participates in the development and delivery of programs and events as required.
- Undertakes other duties as required.

Selection Criteria:

Essential:

1. Good verbal, written and interpersonal communication skills, including the ability to liaise, with a range of stakeholders in a variety of contexts.
2. Ability to plan, organise and prioritise workloads in order to meet agreed timeframes.
3. Ability to work in a team environment and contribute to the achievement of team goals.
4. Competency in the use and application of a range of computer systems and applications such as the Microsoft Office suite

Conditions of Employment: must have, or willing to obtain:

1. Recent Police Clearance and
2. Working with Children Check
3. Completes the requirements of the Training Certificate and units of competency in the required timeframe

RECRUITMENT TIMETABLE

<u>DATE</u>	<u>ACTION</u>
27/02/25	Advertising commences
21/03/25	Closing date for applications
24-28 March	Short listed applicant's interviews
Early April	Commencement date (negotiable)

WAGES & OTHER BENEFITS

WAGES:

Wages are negotiable depending on qualifications and experience, however, in accordance with the guidelines for traineeships, the Trainee will be paid at a minimum of the Award rate which incorporates a reduction of 20% which reflects the time lost to the employer by the employee completing off the job training or completing work books on the job. This 20% equates to approximately 1 hour per day allocated to workbooks and study.

HOURS OF WORK:

Monday to Friday, between 9:00am – 4:00pm (includes a 30 minute lunch break)
Hours may be flexible upon negotiation with the Centre Manager.

PAYMENT OF WAGES:

The Trainee's Wages are paid fortnightly by direct bank lodgement to the bank account of your choice.

UNIFORM:

A uniform (shirts and jacket) will be provided for the successful applicant, plus associated uniform allowance.

SUPERANNUATION:

Payments will be made into the Trainee's choice of superannuation scheme under the requirements of the National Superannuation Guarantee Legislation.

ON AND OFF THE JOB TRAINING:

This will be coordinated by the Boyup Brook Community Resource Centre. This may require the Trainee to attend training sessions, or other work placement opportunities, at locations other than the CRC.

END OF TRAINEESHIP QUALIFICATION:

At the end of the Traineeship, the Trainee will receive an accredited, nationally recognised Certificate, providing all requirements of the Certificate have been met.

DURATION OF TRAINEESHIP:

The Traineeship is for a period of 12-18 months. After that time the employer is not obliged to keep the Trainee on as an employee. It is, however the intention of the Boyup Brook Community Resource Centre to continue to provide a career pathway for the right applicant, subject to ongoing funding.

OTHER CONDITIONS OF EMPLOYMENT:

The Trainee must provide proof of (or be willing to obtain):

- Recent Police Clearance
- Working with Children Check

A one month review of the Trainee will be conducted by the Centre Manager of the Boyup Brook Community Resource Centre. Other reviews during the traineeship will be conducted at the discretion of the Centre Manager.

TUITION FEES:

Tuition fees associated with the Traineeship will be paid by the Boyup Brook Community Resource Centre, however the Trainee may be required to pay for some resources.

FURTHER INFORMATION:

For further information about the position, please contact:

Jodi Nield
Centre Manager
Boyup Brook Community Resource Centre
Phone: 9765 1169
Email: crc@boyupbrook.org