

Know someone suitable??? Copies of this advert are available at the NCRC



TRAINEE REQUIRED

*flexible & friendly
team environment*

WHAT WE DO...

Northcliffe CRC provides computer training and support, Centrelink and internet access, laser printing, a photo 'lab', kids computing, access to online government services, and business and social development initiatives, activities and events.

We require a trainee, preferably full time, who will be engaged via contract for a minimum of 12 months. Federal Minimum Conditions apply. Rates of pay will be negotiated based on capabilities and experience.

The successful applicant will need to become capable of operating basic CRC services and will eventually be required to staff the centre solo during periods of limited supervision.

Commencement date: between 28 May - 4 June 2018

WHAT IS A TRAINEE?

Trainees undertake study in the workplace in conjunction with their work duties. CRC trainees generally study in the area of Business. Studies are managed by a separate training organisation and are estimated to take up 25% of a trainee's time in the workplace. Therefore trainees are paid 75% of a normal wage. NCRC will pay your training fees. Trainees are expected to be self guided in their studies however they receive several visits per year from their training organisation and mentoring and assistance is available from CRC

Enquiries encouraged. Drop in or phone Graham Evans on 97767330.

Lodge your Application, a maximum of 2 pages, addressing the criteria advertised above, plus a cover letter and resume by **5pm Wednesday 30 May 2018;** at the Northcliffe CRC or mail to Graham Evans, NCRC, PO Box 133 Northcliffe WA 6262, or, email to ncrc@northcliffe.org.au

staff. All work performed at the CRC is counted toward your qualification.

THE IDEAL APPLICANT WILL...

Be reliable, trustworthy and accurate; be keen to learn; be a listener and a communicator; be self reliant, and; have basic computer skills.

Essential Selection Criteria

- Written and oral communication skills.
- Capability to perform tasks as directed.
- Willingness and aptitude in providing computer assistance to beginners.
- Willingness to be involved in community projects.
- Ability to pass a Working With Children check.

Desirable Selection Criteria

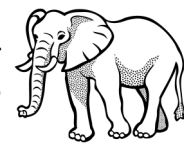
- Customer service and/or cash handling experience.
- Experience in creating documents.

Bonus Points

- Interest and/or experience in desktop publishing (creating pamphlets, labels, notices).
- Interest in art, design, photography or related area.
- A vision for the future of Northcliffe.

FUNDING AND OPERATIONAL CONTEXT...

The new trainee will work alongside our existing Senior Trainee, Customer Service Officer, Manager and CRC volunteers.



While future NCRC funding is currently in question we believe our operations will continue to at least 30th June 2019. This is enough time for you to complete a full time traineeship. We intend 2018/19 to be a busy year full of community enhancing projects and activities and we invite you to become part of that.

If our chosen applicant can only work part time then their traineeship period would be 18 months. We can't guarantee the NCRC will operate until the conclusion of an 18 month traineeship however with optimism and flexibility we think our trainee will have a positive experience and outcome.

...you could join the fight to maintain our CRC!

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