



Uniting Church in Australia
SYNOD OF VICTORIA AND TASMANIA

HOW TO...

RECRUIT NEW STAFF

People and Culture
130 Lonsdale Street
Melbourne VIC 3000
Telephone: (03) 9116 1400
Facsimile: (03) 9116 1499
Email: People&Culture@victas.uca.org.au

When you hire a new employee, it's important to set them up for success with a working environment that is legal, safe, and gives them clarity and purpose.

STEP 1 Write a position description (PD)

A position description is very important. It clarifies expectations for both the employee and the employer. It should include:

- A short description of the congregation/organisation
- The purpose of the role and Key Selection Criteria (KSC)
- Essential requirements (e.g. qualifications, drivers licence, criminal history check)
- Activities, duties and tasks

Position description
Administrator

Reporting to:	Church Capital Chair
Location:	400 Uniting Church 130 Lonsdale Street, Melbourne
Employment type:	Full time position
Hours:	15 hours per week
Date:	November 2023

STEP 2 Evaluate the role and ensure the wage meets your budget

STEP 3 Advertise and select

- Advertise the role. Forums include the local community (e.g. newsletter, noticeboards), Seek, LinkedIn, Ethical Jobs, Christian Jobs, and Pro Bono Australia.
- Phone screen the best candidates. Talk to the candidate for a few minutes asking questions such as 'Why are you interested in the role?', 'Tell me a bit more about your experience', 'Why are you leaving your current position?', 'What are your salary expectations?'
- Meet with the best candidates for interview. There should be at least two and no more than three people on the interview panel.
- Complete reference checks for the best candidate. Two are recommended, with at least one being a recent prior direct manager.

STEP 4 Contract

Offer the best candidate the role. It is critical to have all the details correct in your letter of offer.

CONTACT US

Email People&Culture@victas.uca.org.au.

We can:

- Help you clarify your resourcing needs
- Provide a PD template
- Assist with the KSCs and interviewing
- Choose the right award, registered agreement, pay rate, and classification
- Compare the role against similar roles on job sites such as SEEK.com
- Provide advice about employment contract letters and induction