

Application and Selection Criteria

Organisation:	Workers' Educational Association Illawarra
Position Title:	Administration Trainee
Business Unit /Team:	The Community College

Our Vision and Purpose

WEA Co Vision	Connected and thriving communities of lifelong learners.
WEA Co Purpose	Empowerment through learner-centred education and training.
WEA Co Strategic Intent	To be the region's go-to provider for lifelong learning - visible, valued, and deeply connected to our community

Living the WEA Co Values

Value	What it means in practice
Integrity	We assess our practices openly and honestly. We learn from our mistakes and meet our commitments. Our actions match our words, and our work, whatever it is, contributes to something greater than ourselves.
Inclusion	We embrace the work necessary to create equity for all. We acknowledge painful histories, confront biases, change our policies and hold each other accountable.
Collaboration	We embrace working together in partnership with each other, students and a wide range of stakeholders. We value bringing together a spectrum of expertise, backgrounds and perspectives, because that's where the best thinking comes from.
Innovation	We do it the WEA Co way. Our success - and much of the fun - lies in developing new ways of doing things.

Selection Criteria - How to Guide

The following criteria outline the knowledge, skills, and experience required to perform the role effectively.

When preparing your application, please provide examples that demonstrate how you meet the essential criteria. This may be included within your cover letter or as a separate document.

Where possible, use specific examples from your work, study, or community experience to show:

- what you did
- how you approached it
- and the outcome or impact

You are not required to address every desirable criterion; however, these may be used to differentiate candidates during the selection process.

Please keep your response concise and focused, with a maximum length of four (4) pages.

Selection Criteria - Essential

- Demonstrated interest in developing administrative skills within an office or customer service environment.
- Ability to communicate clearly, respectfully, and professionally with a diverse range of people, including learners, team members, and community stakeholders
- Demonstrated reliability and accountability, including the ability to follow instructions and complete tasks within required timeframes
- Basic organisational skills with the ability to manage simple tasks, maintain accuracy, and follow established processes under guidance
- Willingness and ability to learn new systems, processes, and ways of working, including administrative and data entry tasks
- Basic computer skills or a demonstrated willingness to learn (e.g. email, Microsoft Office, data entry systems)
- Ability to work collaboratively as part of a team and contribute positively to a respectful and inclusive workplace environment
- Demonstrated commitment to inclusion, equity, and respectful engagement with people from diverse backgrounds
- Openness to feedback and a willingness to apply learning to build capability over time

Selection Criteria - Desirable

- Completion of Year 12, Certificate I or II, or current enrolment in a relevant qualification (e.g. business administration or customer service)
- Previous experience in a customer service, retail, hospitality, or administrative environment (including casual, volunteer, or school-based experience)
- Exposure to basic administrative tasks such as filing, data entry, scheduling, or responding to enquiries
- Familiarity with using digital systems or willingness to build capability across multiple platforms
- Demonstrated initiative, curiosity, and motivation to develop workplace skills and confidence

Selection Criteria - Other Requirements

- Eligibility to work in Australia
- Ability to obtain and maintain a Working With Children Check and National Police Check
- Ability to travel locally and attend events outside standard hours where required