

Database and User Engagement Specialist

Form Preview

Who are you?

* indicates a required field

Thanks for taking the time to apply for this position.

We want to make the process of applying as painless as possible, but we do want to ensure that you have genuinely put some thought into your application so you will be asked to comment on our [Manifesto](#) and carry out a short exercise.

If you have any questions please contact Stef Ball by emailing stefanieb@ourcommunity.com.au

Your name *

First Name

Last Name

Your preferred pronouns *

What are your preferred pronouns? e.g. she/her, he/him, they/them (or what you prefer)

Contact phone number *

Your email address *

Must be an email address

Where did you hear about the position? *

- ☐ Ethical Jobs
- ☐ SEEK
- ☐ Social media
- ☐ Word of Mouth

If you selected 'Word of mouth', please let us know who told you about the role below.

What is your preferred working arrangement? *

- ☐ Full Time
- ☐ Other:

If other, please explain preferred contact days and hours

Are you eligible to work in Australia? *

- ☐ Yes
- ☐ No

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Please let us know if any restrictions apply due to your residency status or visa

Are you available to work in North Melbourne? *

- ☐ Yes
☐ No - only available to work remotely
☐ Other:

When could you start? *

Please attach a copy of your CV *

Attach a file:

Why do you want this job?

* indicates a required field

The [position description](#) explains the position we are trying to fill.

Tell us in a few words why you think you are the right person for this job. *

Word count:

We're not strict about word limits but around 200 words should do it.

We think Our Community is a pretty special place to work. We are guided by strong values and we are genuine in our desire to make a difference to Australian society.

We love diversity but one thing we insist on is that all team members believe in our mission. The [Our Community Manifesto](#) best captures what we are on about.

Pick one item from our Manifesto and tell us why it stands out to you. *

Word count:

100 words or so is fine for this question.

Your Skills

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* indicates a required field

Finding and distilling grants information

An essential aspect of this role is the ability to research on the internet and distill information into a standard format.

For the purposes of this exercise, please look online for a grant that is currently open (any old grant will do) and fill in the fields below.

Name of grant program:

e.g. "Goodville Small Grants Program"

Funder name:

e.g. "City of Goodville"

Primary web address for this grant:

Must be a URL.

If there are multiple websites listing this grant, pick the one you think will be most useful to people wanting to know about the grant.

Who is eligible to apply for this grant?

List all the groups who the funder has indicated are eligible to apply

Writing, emailing and collecting information

An important aspect of this role is the ability to structure clear, written responses to emailed customer enquiries.

Often this will involve collating information and resources which already exist, to help point members (and potential members) in the right direction.

For the purposes of this exercise, please draft a response to the customer enquiry below. You may want to search for relevant information that can be included in your response. Consider what might be needed to drive the customer towards the things they need and any action you might want them to take.

Your response needn't be an essay - sometimes, the best customer service responses are clear, brief and provide links to useful tools and next steps.

From: Em Ailer To: Funding Centre Service Subject: More information, please

I am interested in learning more about the Funding Centre.

I would like to know how I can subscribe, what costs are involved and what features the Funding Centre offers a small rural community organisation like us?

Thank you for your help, Em

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Please enter your response to Em's email here *

Initiative and Problem Solving

Another skill we value in our candidates is the ability to learn and use software applications effectively, even when there is little or no guidance available.

Please share a recent example of a situation where you demonstrated this skill.

Please provide details of the problem and your solution here *

Word count:

About 300 words will do.

Thanks

Thanks for applying. It's our policy to contact (via email) all applicants as soon as we have made a determination about their application. We plan to get through the recruitment process quickly so you should expect to hear from us soon.

If there is anything else you would like to add your application, or if you'd like to provide feedback about the application process so far, please feel free to do so below.

General comments / feedback