



Placement Process Guide for Advertising

Purpose

The purpose of this guide is to support and assist the Advisory Committee on Ministerial Placements members when advertising a Placement.

Process

1. It is agreed at the placements meeting whether advertising should proceed.
2. It is agreed at the placements meeting the advertising information:
 - What date the Expression of Interest (EOIs)/application will close (usually the Friday before the placements meeting the following week)
 - Is the advertising to be included in the Synod Office Ministry Agent Vacancies website, Current Synod Office Employees vacancies website, Uniting News, Christian Job Australia (CJA) and Seek. **Please note if utilising CJA and Seek it will be a cost to the presbytery/agency/Synod Office.**
3. The Placements officer contacts the JNC Chair of the placement for the advertising copy.
4. The Placements Officer contacts Communications Team/HR to arrange the advertising which also includes the position description.
5. The Placements Officer files incoming EOIs/applications for the placement.
6. The Placements Officer forwards EOIs/applications to the JNC Chair after the advertising closing date.
7. The JNC Chair/placements committee representative forward the shortlisted names to the Placements Officer for the next Placements meeting.
8. The Placements Committee members agree or not agree to put names forward for conversation.
9. Following the Placements Committee meeting, the Placements officer will notify all applicants of the outcome of their application.

Revisions

Version	Approval date	Approved by	Effective date	Document Owner	Document Contact
1.0	17.05.2024	Doug Foster	May 2024	Jillian Bow	Placement Officer
Next scheduled review		TBA			