

# HOW DO YOU FIND THE PEOPLE YOU NEED?

**Easy. You've got your wonderful job description, now all you have to do is put an advert in the local and interstate papers and on the relevant web recruiting sites.**

Sounds simple, but in the interest of maximising the return from your recruitment activities you need to be strategic in your advertising. Don't worry, it can be done! You may not even have to spend anything. There are lots of creative things you can do to get the word out about your vacancy.

To begin your search, it will help to create a realistic profile of the successful candidate. Consider the salary you have to offer, the minimum requirements of the job, and where on someone's career path this job is likely to be. Also take into consideration your location. If you recruit outside your area, who is likely to move to where you are? Remember that candidates are looking for flexibility, advancement opportunities & job satisfaction.

While many people from all walks of life work for the Community Sector, there are two pools of people who may be more available in this tight labour

market; young people and retirees. Young people will see the experience as a particularly valuable currency, while older adults and retirees may appreciate opportunities to serve their community, utilise their skills, and mentor others. Keep this in mind as you search.

FINDING CANDIDATES

## DID YOU KNOW?

54% of respondents to the NT Community Sector Staff survey found their present job via "Word of Mouth" ...this is a good indication of how important using your formal and informal networks can be.

Source: NT Community Sector Staff Survey 2007

## HERE ARE SOME ADDITIONAL SUGGESTIONS:

- ★ Look close to home first. Is there a current employee who could move up? Does anyone in your office know someone who would be good for the job? Filling the position from within is great for morale and indicates to your staff that they are valued and respected.
- ★ Put the word out to your Board. They may know people, too.
- ★ Use your network! Ask colleagues in your field if they know of anyone.
- ★ Contact Australian Apprenticeships NT on **1300 137 130** - to investigate taking on a trainee or apprentice. Go to [www.australianapprenticeshipsnt.com.au](http://www.australianapprenticeshipsnt.com.au) and [www.deet.nt.gov.au/training/employers/apprenticeships/aant.shtml](http://www.deet.nt.gov.au/training/employers/apprenticeships/aant.shtml) for more information.
- ★ Contact the career services in your local university, college or school. Generally they are happy to post your advert for free as a service to their students.
- ★ Utilise message boards at relevant venues (e.g. shopping centres, libraries and community halls) around your area.
- ★ If you have a web site, post your job vacancy. If your peak organisation has a web site, create links to your site or share a job announcement page.
- ★ Look for online resources that provide free or voluntary contribution advertising to non-profits <http://www.cnet.ngo.net.au/employment.html> or <https://jobsearch.gov.au/>
- ★ Ask a local reporter to do a story about your organisation, or the benefits of working in the non-profit Community Sector, and mention that you're hiring.
- ★ Check out JobWise - a site dedicated to promoting mature age employment at <http://jobwise.gov.au/>
- ★ Develop encouraging recruitment processes that target specific groups like mature-age workers or trainees. The things that people 50+ want may differ from those that the Generation Y's want, e.g. part-time and flexible working arrangements.
- ★ It's a competitive market - develop an advert that makes your job look more interesting than the rest.
- ★ Pinch ideas from others. Constantly keep your eyes on the employment pages and sites you might find a catchy headline or job title – learn what works from other organisations and industries!

# **WHY APPRENTICESHIPS AND TRAINEESHIPS CAN WORK FOR THE COMMUNITY SECTOR!**

**Human Services Training Advisory Council is a small not for profit organisation with three core staff positions. For the last six years we have been actively engaged in the Australian apprenticeship and trainee system. During this time we have provided employment opportunities for people with a disability and people from employment disadvantaged backgrounds.**

There is a lot of talk around the industry about how apprenticeships don't work in community services. How they are only suited to trade areas and how most organisations can't afford to have an apprentice. Our experience has been that apprenticeships & traineeships do suit the community services industry. The apprenticeship system is flexible enough to meet most employers and organisations needs. On the matter of affordability, we should be asking ourselves what the alternative is. The cost of employing an apprentice or trainee is far less than an organisation might spend on temporary staff solutions, high turnover and constant recruitment costs. Sure, your apprentice or trainee is not going to be able to do everything right from the first day but chances are neither will your most recently recruited staff member.

Entering into a formal contract of training means developing a collaborative working relationship with the trainee or apprentice, the apprenticeship centre and the selected registered training organisation. This might sound cumbersome, and sometimes it takes a bit of juggling but the benefits far outweigh the difficulties. The positive aspects of the apprenticeship model include being able to:

- ★ negotiate for the majority of the training and assessment to be conducted in the workplace
- ★ integrate training tasks into the daily duties of the apprentice
- ★ make the training and assessment meaningful and related to real work
- ★ provide an opportunity for people to enter or re-enter the workforce
- ★ provide a career pathway

If we are to find a way through the current and future labour market difficulties, including skills shortages then we have to take some responsibility for the skilling of our own workforce. The apprenticeship & traineeship system can help us to do this.

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