



Fostering Hope
Fostering Hope Administrator
Position Description and Application Requirements

Thank you for being interested in working for Fostering Hope in the role of Fostering Hope Administrator. Below is a position description and on the second page some selection criteria. To apply for the role, please send me your resume with contacts for two referees, and response to the selection criteria.

Position Title	Fostering Hope Administrator
Reports to	Executive Officer
Position Type	Part time, 0.2 FTE/1 day a week
Function/Primary Tasks	To support the Fostering Hope team with administrative tasks. Reception work. Understanding of Fostering Hope's IT systems, assist managing these. Communicating with stakeholders and clients in-person, online, and via social media. Supporting Fostering Hope's human resources including payroll.
Award/Remuneration	
Location	Southern Tasmania
Level of Responsibility	Works under the direction of the Executive Officer and in accordance with Fostering Hope's policies and procedures.
Minimum Requirements	WWVP Card Satisfactory Schedule 1 National Police Check Adherence to Fostering Hope's policies and procedures, particularly Child Safe 2 referee reports Commitment to child safety Administrative Experience Child Safe training (provided by Fostering Hope) This position is mandated by law to report all current concerns about the safety, welfare, and wellbeing of children. Be a Christian

Fostering Hope Administrator Selection Criteria

- 1. Fostering Hope is a Christian organisation. What is your faith story? What faith community do you currently belong to?**
- 2. Fostering Hope's work to care for children growing up in out of home care. Why do you want to work with us?**
- 3. Describe your administrative experience.**
- 4. In this role you will be expected to talk to individuals and groups about the work of Fostering Hope. What is your experience with oral communication?**
- 5. Describe your written and literacy skills.**
- 6. Describe your competence using different IT and client management systems.**
- 7. Do you have human resources experience? If so, please describe.**

About Fostering Hope

Vision: Fostering Hope exists to reflect Christ's love by supporting at-risk children, and those who care for them.

Mission

1. To offer hope to children by giving them a vision of life beyond their current circumstances.
2. To encourage Australian churches to respond to the urgent and God given mission of fostering in their community, and to inspire and invite Christians to open their homes to at-risk children.
3. To provide regular and ongoing prayer, support and training to those who are caring for at risk children.

Values: Fostering Hope has four core values that influence all our work. We are Christian, child focused and believe in the importance of community.

1. **We are Christian:** We are committed to the belief that each of us has been rescued by God, in Christ, and adopted into His family. Having been rescued and adopted we are then encouraged and empowered to live a life which follows Jesus' example of loving and accepting the vulnerable and powerless, and so we commit ourselves to prayerfully doing the same.
2. **We are Child-focused:** We are committed to finding the best possible home for every child and young person who needs one, where they will find belonging, hope, and an opportunity to thrive. We are committed to listening to the voices of children and young people to influence and shape our practice. We believe that the most vulnerable members of our society are children and young people who do not have protection from their parents. It is for those children and young people that we exist.
3. **We are Community-building:** We are committed to creating a community which provides spiritual and practical support to carers and those for whom they are caring. We do this because caring for vulnerable children requires a larger community than one individual family unit. Further, we are committed to encouraging churches to support foster/kinship families and the children in their care.
4. **We are other-centred:** We are committed to living out our faith not only in what we do but also in how we do it. We seek to emulate Jesus in our manner and internal attitude, as well as our actions, by putting others before ourselves. We are passionate about always behaving with integrity, kindness, respect, humility, and grace with each other, and all those whom we meet.