

Creating brighter tomorrows

Supporting the educational outcomes of young Australians



Applicant Information



Supporting young Australians through education



Thanks for stopping by!

Whether you're browsing opportunities with us, or preparing for an upcoming interview, it's helpful to know a little more about our recruitment and selection process. We've shared some insights that we hope will be helpful on your candidate journey with The Smith Family.

What happens to my application after I apply?

After you apply for a job with us, your application lands in our database. At this point, you should receive an email thanking you for your application. This is where the process starts. There are typically 6 steps in The Smith Family recruitment and selection process: Screening, Phone Interview, 1st Interview, 2nd Interview, References and Offer.

1. Screening

Your application gets reviewed by the Hiring Manager/Recruiter first. We do not use any software to scan and screen applications. We recognise that you invested time and energy in applying for a position at The Smith Family, and we want to take time to review it properly.

2. Phone Screen

If we feel your skills and experience are a good fit for the role you applied for, we will set up a phone interview. The purpose of this call is to give you more information about The Smith Family and the position you applied for. We also want to learn more about you and answer any questions you may have.

3. 1st Interview

In the 1st interview, you will most likely meet with your potential Manager via Microsoft Teams. We like to interview candidates through an open and comfortable conversation. We aim to give you every opportunity to share your successes through open questions that encourage you to tell your story. We will also give you another opportunity to ask questions and understand everything you need to know to make the right personal and professional decision.

4. 2nd Interview

If the outcome of the 1st interview is positive, you will be invited to a 2nd interview. This is the first time you will meet someone from The Smith Family in person. In this interview you will meet with your potential Manager and your two-up Manager. The interview structure will be similar to your first interview, unless told otherwise.

5. References

If the outcome of both interviews are positive, we will ask you to provide 2 references. Each reference must be someone you reported to directly in a previous position. The Hiring Manager will then contact both references via phone/email.

6. Offer

This is the last step of the recruitment process. If we feel you are a good fit, we will verbally offer you the role. If you feel we are a good fit for you and decide to accept our offer, we will start to prepare your written offer. Please keep in mind the written offer may take 2-3 days to generate. We send our contracts via DocuSign making it easier for you to sign your contract. You will also receive an email containing information regarding your first day.



Kylie

"I just want my boys to have the best education they can possibly have and succeed in life."

Kylie, *Learning for Life* parent with her children Max and Jacob.
Photograph credit: Jason South, The Age

Frequently Asked Questions

I don't have any experience working for a not-for-profit organisation, will my application still be considered?

We value your interest in the work we do and encourage your application. A lot of the skills used in the corporate sector are transferrable to the not-for-profit sector.

When will I know if my application was successful?

When we receive your application, we will try to review this and get back to you as soon as possible. Please keep in mind that we receive a high volume of applications and want to make sure we take time to review them all. If you haven't heard from us - your application is still being considered.

What do you look for in a candidate?

This is a difficult question to answer as each role is different. However, we are always interested in knowing why you want to be part of The Smith Family, what kind of culture you thrive in and whether your skills and experience are a match for the position you are interested in.

Do I need to prepare anything for the interview?

In our interviews, we usually like to have a conversation to get to know you better and for you to get to know us better. We may on occasion ask candidates to demonstrate their expertise through a written or technical assessment.

We usually focus on the following topics:

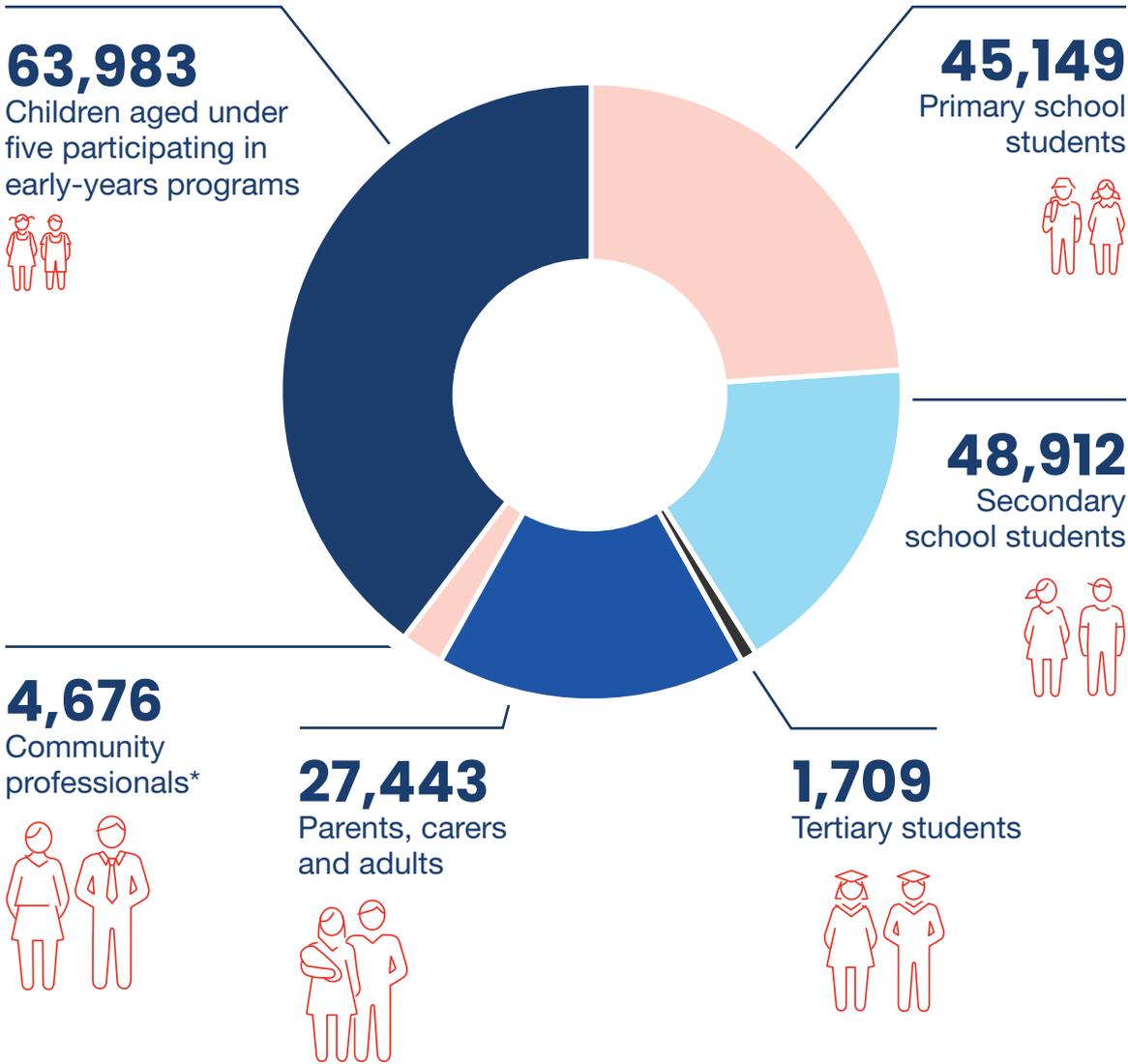
- Why you want to be a part of The Smith Family
- Your professional success stories
- What culture you thrive in
- What you bring to The Smith Family
- Current and contemporary practices in your area of expertise
- What questions you'd like to ask

I am not suitable for a role at the Smith Family, but I know someone who is.

At The Smith Family, we really value our connections, so if you know someone who may be interested in an opportunity with us, please ask them to connect with us at careers@thesmithfamily.com.au

191,872 Participants

The Smith Family reached 191,872 children, young people, parents, carers and community professionals in 2021–22, down 13% on the previous year.



159,753
children and young people participating in our programs in 2021–22, down 11.1% on the previous year

59,845
Learning for Life sponsorship recipients

*Community professionals (not Smith Family team members) include early-years educators and program facilitators in communities.

91 Communities

in which *Learning for Life* programs are delivered.



Learning for Life participation

22.2%

of sponsored students (13,304) in 2021–22 identified as Aboriginal and Torres Strait Islander people.

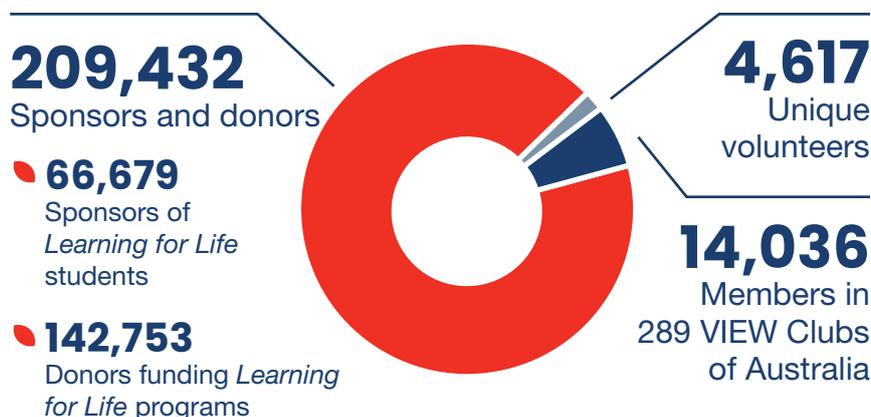
We partnered with

764

schools attended by *Learning for Life* students

228,085 Supporters

Down from 231,587 supporters last year – a 1.5% decrease

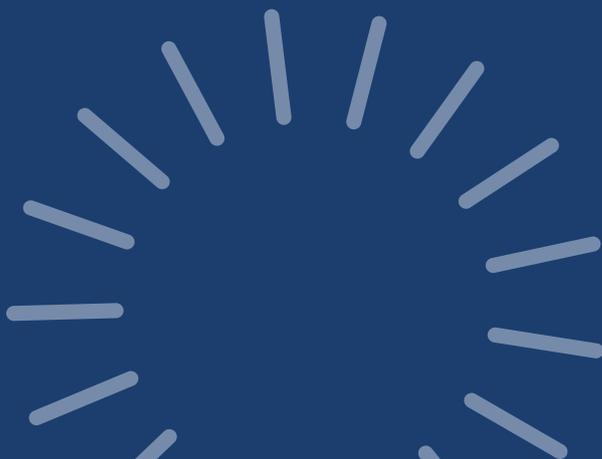
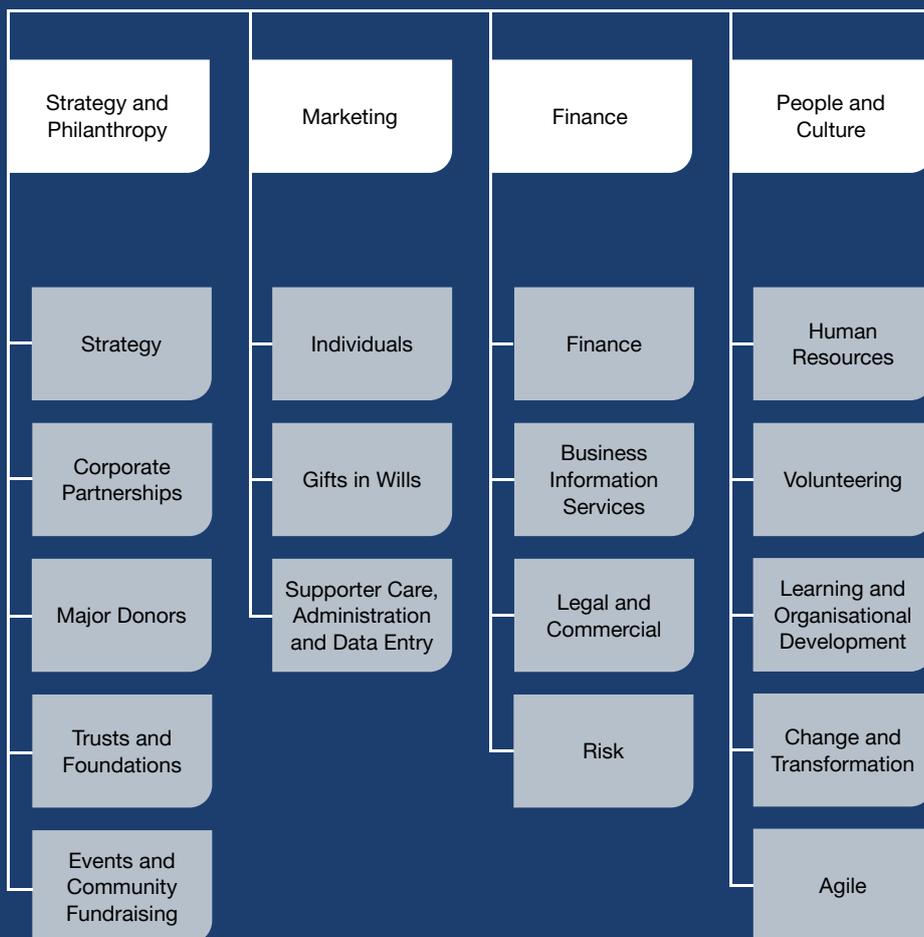


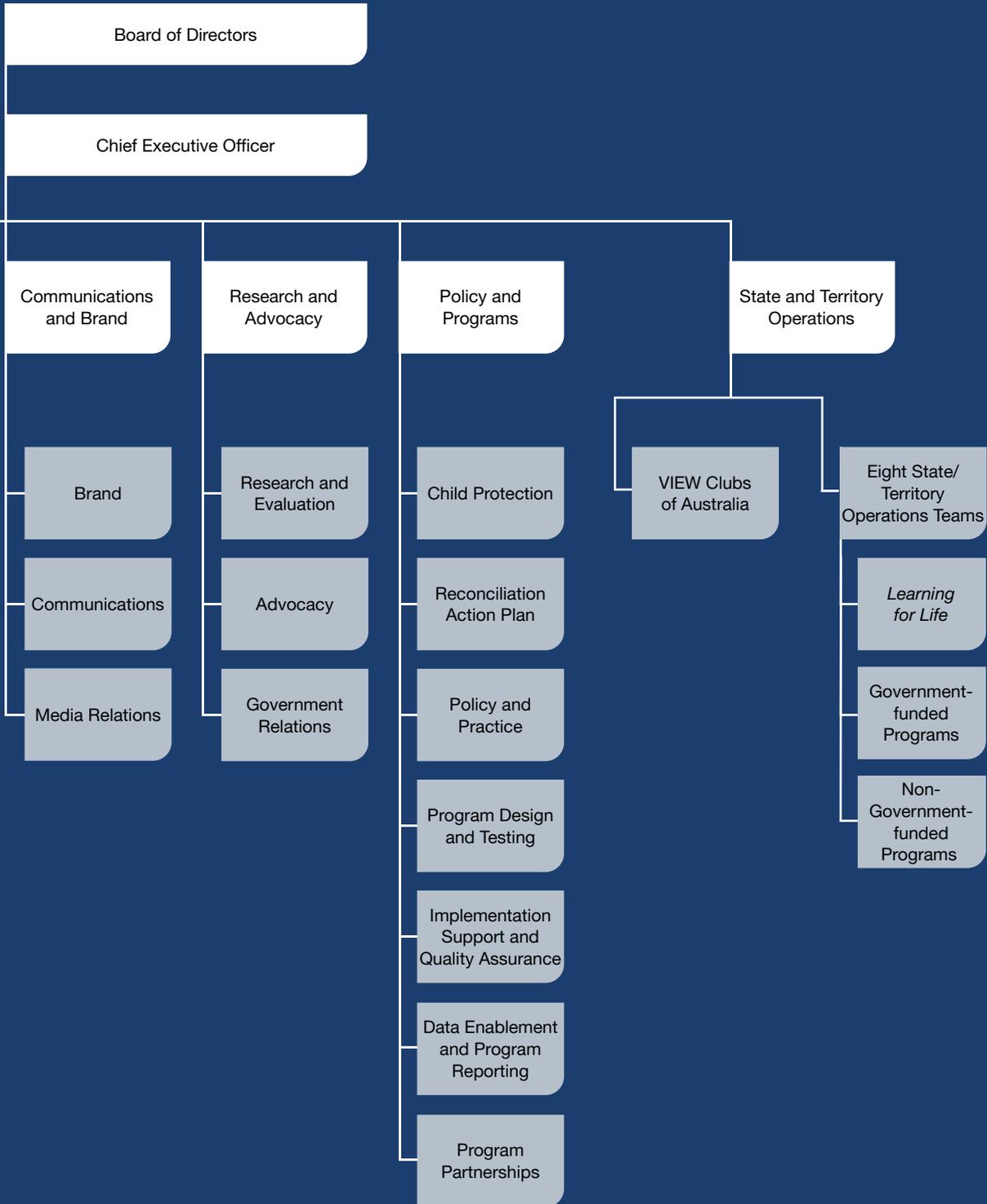
271 Partner organisations

87 Corporate partners
 170 Trusts and Foundations
 14 Universities or other tertiary institutions

Our Organisation

The Smith Family employed 919 team members or 723 full-time equivalents, excluding casuals, as at 30 June 2022.





"I didn't realise how many opportunities were out there that I can take."

Talon, *Growing Careers Project student*

"Knowing I've helped someone change their attitude towards reading and made a difference in their life makes me feel very proud. It's such a blessing."

Jeremy, *student2student volunteer*

"Having these kinds of programs that are reaching out, where people can feel not ashamed to come forward and say, 'okay, I do need help'. They are so important."

Jacqui, *Learning for Life parent*

"The Smith Family has always been by my side ever since I was a little kid in primary school. The long-term support has definitely had a massive positive impact on my life and my family."

Ahmad, *Learning for Life student*



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 **The Smith Family**
Learn today, change tomorrow.