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Application Pack 2015

The Harper Family Endowment Scholarship

St John Ambulance Australia



Dear Applicant,

The Harper Family Endowment Scholarship 2015

Thank you for your interest in the Harper Family Endowment Scholarship 2015 (the Scholarship).

The Scholarship was established in January 2011 to provide opportunity for committed individuals to make a continuing contribution to St John Ambulance Australia (St John) through enhanced managerial, professional or organisational skills.

St John administers funds generously provided by Trustees of the Harper Family Endowment Fund. Candidates may apply for funding up to \$20,000.

The Scholarship is intended for recipients and projects which enhance both personal professionalism and the capacity of St John to make first aid and related services a part of every Australian's life.

The following sections of this Application Pack provide detailed information on the Scholarship, eligibility requirements, the application procedure and selection process.

Should you require any additional information, please email enquiries@stjohn.org.au.

We look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Peter LeCornu', written over a light grey rectangular background.

Peter LeCornu
Australia Chief Executive Officer
St John Ambulance Australia

Information for applicants

Is this Scholarship for me?

The Scholarship is directed towards candidates and projects which enhance individual professionalism and the capacity of St John to make first aid and related services a part of every Australian's life.

The successful candidate will be a young person (e.g. between 18 and 30 years) with the relevant skills and abilities to complete the process. Although there is no requirement for the applicant to have formal (tertiary) qualifications or a research background, the scholarship may suit a young person at the completion of an undergraduate degree, undertaking post-graduate studies or who has the life skills and experience to complete a research project.

Through a project accepted within a competitive application process, the candidate will investigate an area that impacts in St John locally, in a state/territory and/or nationally.

The Scholarship aims to enhance candidate's managerial talent and aid in St John achieving its humanitarian mission and/or organisational goals in Australia.

Our Humanitarian Mission

To prevent and relieve sickness and injury and to act to enhance the health and wellbeing of people of all races and creeds.

St John's goals in Australia

We will:

1. Make first aid a part of everybody's life;
2. Be the leading provider of first aid services, training and products;
3. Provide first aid related services which build community and individual resilience; and
4. Provide highly accessible and effective ambulance services where contracted by Government.

Who can apply?

1. The Scholarship is open to young Australian citizens between 18 and 30 years of age.
2. Applicants who are residing temporarily overseas at the time of application will be considered for the Scholarship if they are able to participate in an interview (e.g. via Skype or teleconference).
3. There is no requirement for the candidate to be an existing member of St John. If you are not a member of St John, you will need to meet our eligibility requirements and undertake to join St John for the duration of your project.
4. The Scholarship will generally be awarded to an individual applicant.
5. Only one application can be submitted by an individual in a calendar year.
6. In the event the selection panel is unable to choose between two equally suitable candidates, the scholarship may be split between them, provided their individual project budgets can be sensibly adjusted.
7. Although there is no requirement for the applicant to have formal (tertiary) qualifications or a research background in the project or program area nominated, possessing such qualifications or having experience in the project area may benefit an applicant.

8. The candidate must not have previously received a Scholarship under the Harper Family Endowment Fund.
9. The successful candidate will undertake the project in a voluntary capacity. The Scholarship is not a substitution for paid work and funds cannot be expended on wages.

What kind of projects will be funded?

Below are some examples of possible project areas:

- projects with an emphasis on making first aid a part of everybody's life
- developing leadership and training skills of members or volunteers
- developing the role of young people in emergency management
- a project which will enhance professional and technical skills of St John members
- research regarding improving clinical standards or first aid practice in St John
- research into the recruitment and retention of St John volunteers.

The project may be conducted in conjunction with undertaking study at a recognised institution to support your proposed project and/or through visiting other organisations (including other St John entities) at home or abroad.

What do I have to do with the information I gather?

The information collected and analysed by the successful candidate will be provided in a detailed report to the St John Australian Board, the St John National Office and the Trustees of the Harper Family Endowment Fund. St John will use it to inform the ongoing development and continuous improvement or development of St John Ambulance Australia programs and activities.

The successful candidate will be expected to make a presentation at either an annual St John Ambulance Australia Member Convention or St John Australian Board meeting following the conclusion of the project.

Will I receive support?

Yes! You will be supported by St John National Office staff throughout the term of the Scholarship. For example:

- in making contact with other national and international St John entities
- receiving mentoring in the development of the project planning/design, implementation and analysis and reporting phases
- booking travel (where necessary)
- providing general support and encouragement to you, such as when away from home, and
- by providing advice as needed.

What will be funded?

- Travel and associated expenses including accommodation, airfares (or other appropriate modes of travel), meals, incidentals and travel insurance.
- Fees associated with obtaining a visa.
- Tuition fees (at a recognised institution).
- Reasonable costs associated with compiling your investigative report and/or presentation.

- Cost associated with attending the next St John Member Convention or Australian Board meeting following the conclusion of their project.
- Other reasonable costs where temporarily living away from home is required.

What will not be funded?

- Wages/salaries.
- Recreational/enjoyment activities.
- The cost of obtaining a passport.

What obligations arise?

1. Within three months of the conclusion of the implementation phase of the project, the successful candidate is required to produce a detailed written together with the outline of a presentation for the next St John National Member Convention or Australian Board meeting.
2. The Scholarship budget is due to be acquitted shortly after completion of the project with an itemised list of expenditure, including receipts for all major purchases.
3. Regular (at minimum monthly) project progress reports, including your reflections on your personal growth and development throughout the life of your project.
4. St John has been advised by the Australian Tax Office that the scholarship payment will generally not attract income tax, but **a successful candidate should seek independent advice to this effect**. There may be GST implications for payments made for research and studies undertaken within Australia, which will be assessed, based on the documentation supplied, and any GST obligation will be met by St John Ambulance Australia.
6. St John Ambulance Australia and Trustees of the Harper Family Endowment Fund are not liable for any costs incurred by the candidate beyond the approved scholarship amount.

Closing date

Applications for the 2015 Scholarship round close on **Friday, 27 March 2015**. Applicants will receive a confirmation email from the St John National Office upon receipt of your application.

Privacy Statement

St John Ambulance Australia respects the privacy of personal information and is committed to treating it appropriately and in line with the Privacy Act 1988 (as amended) and Australian Privacy Principles.

St John Ambulance Australia will not, without an applicant's consent, use or disclose any such information it holds other than for the purpose of selecting the Scholarship recipient, or a related purpose for which it could reasonably be expected to be used.

If you are an existing St John member or where your proposed project pertains to a particular jurisdiction/region, St John may discuss your application and membership with the St John state/territory entity.

Any information you provide to us will be stored securely by St John, either on our internal server or for paper based applications, in a locked filing cabinet within a secure building.

Information may be provided to Australian based and overseas entities in assisting the successful candidate in facilitating travel.

Information may be provided to media with respect to the announcement of the scholarship recipient and/or at the conclusion of the project.

Applicants can download a copy of the St John Ambulance Australia Privacy Policy at http://stjohn.org.au/assets/uploads/SJAA_Privacy_Policy_November_2014.pdf.

Application and selection process

The awarding of the Scholarship is a competitive process.

Stage 1–Completing the application

Stage 1 is all about getting to know you and your project idea. We want to know:

- who you are
- about your educational and/or professional experience
- about your ability to plan, implement and complete a research project
- about your interests and goals,
- how being the successful recipient of the 2015 Harper Scholarship would benefit you personally and/or professionally
- a brief overview of your project idea and how it will benefit St John or relates to either St John's Humanitarian Mission or goals in Australia.

Selection panel

Stage 1 applications will be assessed by a panel made up of National Office staff members and/or volunteers. All applicants will be notified of the outcome of their application following consideration by the panel.

Applicants will be notified by end April 2014 of the outcome of their application.

Shortlisted applicants will move on to Stage 2 of the application process.

No more than 5 applicants will be shortlisted.

Stage 1–Assessment criteria

- Merit of the applicant:
 - personal and professional achievements
 - the benefit, personally and professionally, of receiving a scholarship to the applicant.
- General merit of the proposed project.
- Demonstrated ability to successfully undertake and complete a research project, or potential to achieve the same.

Stage 2–Project development

Shortlisted applicants will be asked to develop their project idea in more detail. You will receive support from St John National Office staff member to do this. You will be asked to work with National Office staff members to develop and refine your project in detail including:

- a project aim
- project objectives
- project strategies
- a timeline for project implementation
- a travel itinerary (where applicable)
- a project budget.

You will also be asked to provide two letters of support from referees when submitting your detailed project plan. Your referees will be called during the project planning process. If you are already a St John member, we will also be making contact with the heads of the State/Territory St John entity that you work or volunteer with to seek approval for your participation and project (where applicable).

Stage 2–Interview

A panel of three senior St John officers plus one representative of the Harper Family Endowment Fund will interview short-listed applicants. The panel will generally comprise:

- the Chancellor (Chairman of the St John Australian Board) or his/her delegate
- the National Chief Executive Officer
- one other senior member of St John
- a party, nominated from time to time, by the Trustees of the Harper Family Endowment Fund.

Interviews will be held during June 2015 and will generally be held in person. If you do not live in the location where the interviews are being held, St John will organise and pay for your transport to the interview venue.

The panel may request a further interview at its discretion.

At the conclusion of the selection process, all applicants will be notified by phone of the outcome by no later than end of July 2015.

Unsuccessful applicants can choose to seek feedback from the panel regarding their application.

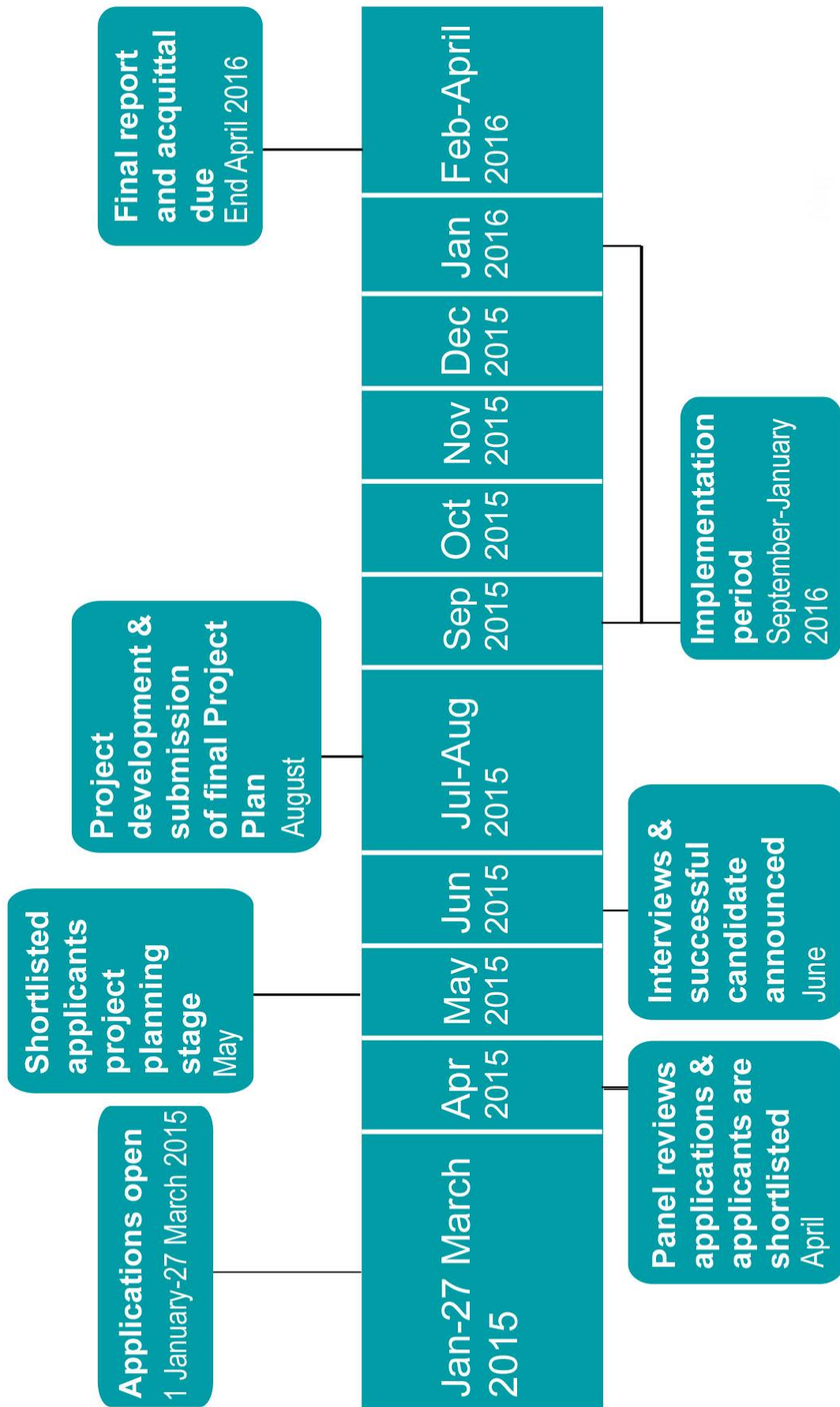
Stage 2–Interview assessment criteria

Applications will be assessed against criteria which include:

- Merit of the applicant:
 - determining whether the applicant can successfully undertake and complete a research project, and
 - establishing if the project will present opportunities for personal and/or leadership or managerial development for the applicant.
- Merit of the project:
 - establishing if the project relates to the St John Humanitarian mission or goals of the organisation and will benefit St John
 - determining if the area of focus benefit St John Ambulance Australia at a local, state/territory and national level
 - considering if the area of focus has the potential to translate into action within the organisation, and
 - establishing whether the proposal is viable.

Timetable

Refer to page 9 for the 2015 Scholarship timeline.



Completing the Application Form

Submitting your application

Applications must be submitted to the National Office by **5.00pm on Friday, 27 March 2015**. They may be submitted electronically via email to enquiries@stjohn.org.au or by post to:

National Chief Executive Officer
St John Ambulance Australia
PO Box 3895
MANUKA ACT 2603

Alternatively, by hand delivery to:

St John Ambulance Australia
10 Champion Street
Deakin West ACT 2600

Late applications will not be accepted.

Application tips

- Use plain English, keeping technical jargon to a minimum.
- Stick to word limits.
- Stay on topic.
- Ensure that your project is realistic and achievable.
- Avoid answering questions with 'To be advised' or 'To be confirmed'.
- Do not attach any other supporting documentation—stick to what is requested in this application.
- Type your application, don't hand-write.
- Applications post-marked after the closing date will not be accepted.

Application check list

Before submitting your application, make sure you have :

- completed all sections of the Application Form.
- signed and dated the Application Form (e-signatures will be accepted).

Questions?

If you have any additional questions, please contact the National Office on (02) 6295 3777 or email enquiries@stjohn.org.au.