

# ***SECOND WIND NETWORK MISSION MATCHING SERVICE***

*Helping agencies connect with  
Enquirers in their 40s, 50s & 60s*

***LIMITED PARTNER  
USER MANUAL***

***January 2012***

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## Introduction

**SWN provides an initial interface between Enquirers and Agencies** where serious Enquirers can easily investigate a wide range of mission opportunities. SWN is a mission “one stop shop” where people who are serious about mission but uncertain about a destination or ministry opportunities can use the website for research because they understand that information from many diverse agencies is available in one place to help them make decisions. These “Enquirers” are strongly encouraged to enter their “personal profiles” and check out the resulting “matches” with Partner Agencies. These profiles are essentially expressions of interest as candidates.

**The website** incorporates:

- **A mission matching service** where
  - You can enter your agency details and update them as required;
  - Enquirers can enter their personal details and update them as required;
  - All Enquirers agree to a privacy clause allowing agencies to access their data;
  - **Full Partners only** are able to match Enquirers’ profiles against your agency profile, conduct other searches based on your own selection criteria, and mine our data base.
- **A web link to your site** with a brief description of your agency and contact details.
- **A “Top Needs” facility** where you can enter details of up to 5 opportunities suitable for SW people - on-line for regular update and management.

This manual has been designed to help you:

- Login for the first time and enter your agency data
- Update the information thereafter
- Search for basic information on Enquirers.
- Understand and use the Matching Features as available
- Enter your Top 5 Needs for personnel

If you have any questions, please contact the Second Wind office on (07) 38436610, or Email [admin@secondwind.net.au](mailto:admin@secondwind.net.au), or Skype `second_wind_network`. If you need help in entering your data we are able to walk you through the process live on Skype, or phone.

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## 1. Getting Ready

As a Partner of SWN, your agency has been allocated a **Username and Password** which will allow you to access the software program for the first time to enter your agency's profile information. You will be able to change these to suit yourself once you have logged into the program. At present your agency is in the system but inactive.

**Before you attempt to login to the system, you will need to have certain information ready for data entry, and your agency activated.** Once your agency has been activated in the SWN database, it is important that your data is all entered as soon as possible; otherwise Enquirers will not be able to obtain any meaningful information about your organisation, and from our perspective, it is not helpful to have an agency listed with no supporting information. Therefore we advise the following process:

1. Collect the necessary data on the blank worksheets supplied in the appendix.
2. Set aside 30 – 45 mins to enter the data.
3. Contact SWN to activate your username & password 24 hrs before you intend to enter this data. You will not be able to log in until your agency is activated.

Blank worksheets are attached as a separate Word document to help you compile your data.

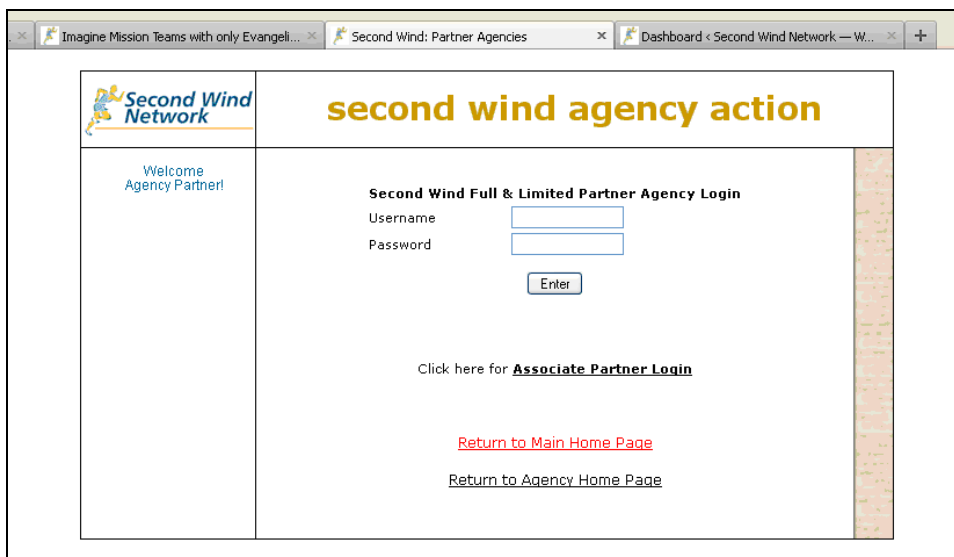
The **Top Needs** section can be completed independently, as it does not form part of your profile for matching purposes. But once your profile is entered, it is in your interests to also list your top needs.

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## 2. Getting Started

Go to Second Wind website homepage – <http://www.secondwind.net.au/>

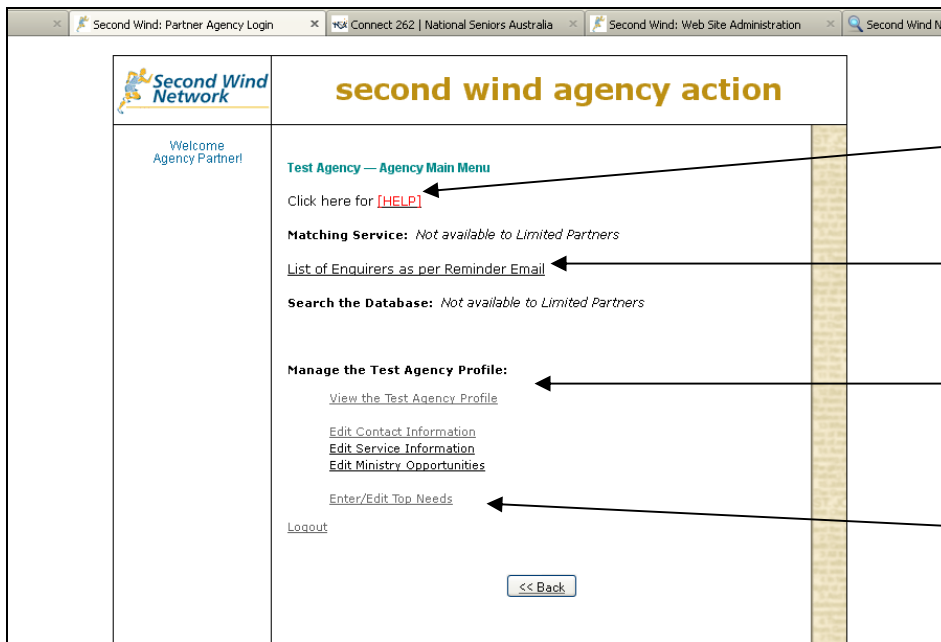
Click on the **Partner Login** button located in the RH Sidebar. The Login page will display.



The screenshot shows a web browser window with three tabs: 'Imagine Mission Teams with only Evangeli...', 'Second Wind: Partner Agencies', and 'Dashboard < Second Wind Network — W...'. The main content area is titled 'second wind agency action' and contains the following elements:

- Second Wind Network logo on the left.
- Welcome Agency Partner! message.
- Second Wind Full & Limited Partner Agency Login section with Username and Password input fields and an Enter button.
- Click here for [Associate Partner Login](#) link.
- [Return to Main Home Page](#) link.
- [Return to Agency Home Page](#) link.

Login using the user name and password supplied. **Please note that these are case sensitive.** The **Agency Main Menu** page will then be displayed. (This is the main menu.)



Click on **HELP** to display an explanatory HELP page.

View list of recent **Enquirer** (more info later).

The **Manage [Agency Name] Profile** section allows you to enter and edit your specific agency information

The **Top Needs section** allows you to enter up to 5 of your most urgent opportunities

The following is an explanation of the items on this page:

### 3. Enter/Edit Agency Information

Once you are logged on as a Partner, you will need to initially **enter** your agency information and thereafter **edit** it from time to time to keep it updated. There are 3 sections of information.

#### 3.1. Contact Information.

(Located in the **Manage the [AgencyName] Profile** section in bottom section of screen.)

Complete the full contact details for your agency. The first time you log on you will see the Username and Password allocated by SWN. You may now change these if you desire.

#### Notes:

**Key Contact Name, Email, & Phone:** As it should appear for all contact purposes on the website. (see below)

**Description:** This should be succinct and **compelling**, and describe your **distinctives**. What makes your organisation different from all the others? Provide sufficient information to encourage viewers to want to access your website for more. This description will appear in your Agency Profile, and also on the Partner Agencies page where all partner agencies are listed - *Opportunities/Partner Agencies* Recommended length is 200 words.

#### Nominating your contacts:

The **key contact person**, email and phone will appear on the website under your agency description. All electronic enquiries generated from the website will be automatically directed to this address.

The **alternate/admin or “link” person** should be someone we can contact for admin purposes or in the absence of the Key contact.

One of these people needs to be able to regularly mine the data base regularly. Some agencies nominate a mobiliser in the key role and an admin staff person (maybe the Mobiliser's PA) as the alternate contact which is helpful if the key person travels regularly.

When completed, press the **Submit** button at bottom of screen.

In future, if you want to review this page but make no changes, you can select the **Return to your Main Menu Page** link instead.

An Advisory screen will be displayed confirming that the information has been received. This appears every time you click the **Submit** button.

Now continue to enter data for the other two areas –

- **Service Information**
- **Ministry Opportunities**

**3.2. Enter/Edit Service Information:**

This comprises:

- Time commitment choices
- Languages other than English
- Regions of the World
- Information about Vision/Short-term trips offered

**Notes:**

Enquirers run their matches against the first 3 items, so ensure this information is accurate.

**The “Not sure” and “No preferences” boxes are included because Enquirers fill in the same information. Agencies should NOT check these boxes.**

Press **Submit** to lodge the information.

An Advisory screen will again be displayed, confirming the information has been received, and warning of any areas without selections.

**3.3. Enter/Edit Ministry Opportunities**

The information in this section is also used for matching purposes.

**agency action**

Welcome Back

agency Main Menu

**Test Agency Ministry Opportunities**

Rather than selecting many areas of ministry, it is best to select a few that are of the most interest to you in order to receive the best "matches". Ministry Opportunity selections can always be altered later. Only check areas where Test Agency has multiple opportunities, not where only one slot needs to be filled. These can be searched for separately. At least one Ministry Opportunity must be selected to activate this area

**CHURCH DEVELOPMENT**

Bible Teaching  Bible Translation  Church Planting  
 Discipleship  Mentoring Leadership  Leadership Training

**COMMUNICATIONS**

Drama  Visual Arts  Music  
 Writers  Radio  Video/TV  
 Web Content  Web Layout/Design  Web Programming  
 Editors

**COMMUNITY DEVELOPMENT**

Agriculture  Appropriate Technology  Construction/Management  
 Construction/Trade  Children/Youth  Environmental  
 Physically Challenged  Public Health  Relief (Logistics)

**CONSTRUCTION AND MAINTENANCE**

Carpenter  Dry Wall  Electrician  
 Job Site Foreman  Handyman/Maintenance  Masonry  
 Plumber/Pipe fitter  Project Manager  Superintendent

**Notes:**

If you check every box, your agency will match with every Enquirer, so it is best to carefully follow the instructions on the page and **be discerning** in your selections.

Press **Submit** to lodge the information.

An Advisory screen will again be displayed, confirming the information has been received.

**3.4. Now You Can View The Resultant Profile For Your Agency**

Press **Return to your Main Menu Page**.

In the Manage Agency Profile section, press **View the Agency Profile**.

**Second Wind Network** Enquire... Explore... Engage...

Second Wind Mission Matching

Agency Profile close window

**Agency:** Test Agency

Main Web Address: <http://test.com.au>  
 Positions Vacant Web Address: <http://test2.com.au>  
 Additional Web Address: <http://test3.com.au>

Contact Person: Lindsay Test  
 Email: [lindsay@secondwind.net.au](mailto:lindsay@secondwind.net.au)  
 Address: 66 Cadogan St, Carindale  
 Brisbane, QLD 4870 Australia  
 Phone: 07 38436610

**Description:**  
 This is a test agency temporarily activated to implement further improvements to the SWN matching engine.

**Short-term trips:**  
 Test Agency offers awareness trips to learn about their ministry, to build relationship, learn of the need and how you might fit.  
 See our website for more details

**Time periods for assignments:**

Less than a month Short 1 - 3 months  
 Short 1 - 6 months Short 6 mo - 2 yrs  
 Part time

**Languages other than English useful in certain assignments:**

Spanish German Russian Mandarin  
 European

**Agency activities in these regions:**

WAfrica Australia

**Notes:**

The web address is a direct link to your website.

The email address is also a direct link.

Check the profile, to ensure it provides a correct description of your agency. You may edit it at any time from your Agency Main Menu Page. Return to that page by pressing the **Close Window** button.

When this profile is viewed by an Enquirer who has lodged their own profile, it also displays a pre-formatted email enquiry form, to make it easy for Enquirers to contact the Key Contact Person .


#### **4. Matching Feature (FULL FEATURES ONLY AVAILABLE FOR FULL PARTNERS)**

This system is the main feature of the website. Individual Enquirers enter their profiles with the same criteria as the agencies, and then both can determine how their preferences match up. Matching is based on 5 criteria in the Agency and Enquirer profiles:


- Ministry Preferences of Enquirer
- Ministry Preferences of Spouse (if married)
- Regions of the World
- Languages other than English
- Time Commitment

Only Full partners access all features. Limited Partners can only view a basic list of enquirers.

**4.1 List of Enquirers as in Reminder Email** This list enables you to see all new enquirer profiles recently entered, similar to the list enclosed in the bi-monthly reminder email sent out by the SWN office

 <h2 style="text-align: center;">agency action</h2>																																																											
<p>enu <a href="#">Search for Enquirers by Date Entered/Updated</a></p> <p style="text-align: center;">Click on the name to view the enquirer profile.</p> <table border="1"> <thead> <tr> <th>Names</th> <th>Updated <i>Orig Entered</i></th> <th>Occupation(s)</th> <th>Qualifications</th> <th>State</th> </tr> </thead> <tbody> <tr> <td><a href="#">Testy Test</a></td> <td>2010-03-08 <del>2009-09-04</del></td> <td>na</td> <td>na</td> <td>QLD</td> </tr> <tr> <td><a href="#">Wendy Morris</a></td> <td>2010-03-04 <del>2009-05-24</del></td> <td>Fulltime Student - Tabor Adelaide</td> <td>BSc(Geog), MRRP(Planning)</td> <td>SA</td> </tr> <tr> <td><a href="#">Jann &amp; Geoffrey Eyles</a></td> <td>2010-03-02 <del>2008-03-15</del></td> <td>English second language teacher Primary School Chaplain, Qld, Australia</td> <td>BArts Asian Studies, Post Grad.TESOL Adv.Dip.Christian Ministry, ACOM; Ecum. Hospital Chaplaincy, Trinity Theological College, Brisbane</td> <td>QLD</td> </tr> <tr> <td><a href="#">Domenic &amp; Margaret Rigano</a></td> <td>2010-03-01 <del>2009-11-08</del></td> <td>Farmer homemaker</td> <td>N/A</td> <td>QLD</td> </tr> <tr> <td><a href="#">Chris Bratby</a></td> <td>2010-02-26 <del>2007-05-06</del></td> <td>Consulting Structural Engineer</td> <td>BE(Civil)</td> <td>NSW</td> </tr> <tr> <td><a href="#">Teresa Moir</a></td> <td>2010-02-26 <del>2008-10-12</del></td> <td>ypist/customer service</td> <td>N/A</td> <td>QLD</td> </tr> <tr> <td><a href="#">Wayne &amp; Wendy-sue Mitchell</a></td> <td>2010-02-25 <del>2006-06-14</del></td> <td>Senior Design Drafter Casual teacher</td> <td>Civil Engineering Certificate Bachelor of Education</td> <td>NSW</td> </tr> <tr> <td><a href="#">Sylvia &amp; Graeme Menckton</a></td> <td>2010-02-25 <del>2008-08-05</del></td> <td>Registered Nurse Bricklayer</td> <td>Registered Nurse Certificate Bricklaying Certificate</td> <td>NSW</td> </tr> <tr> <td><a href="#">Brenda Smith</a></td> <td>2010-02-19 <del>2007-01-24</del></td> <td>Retired,Previously teacher's aide.</td> <td>Certificatein Early Childhood Development</td> <td>TAS</td> </tr> <tr> <td><a href="#">Caroline Grauer</a></td> <td>2010-02-15 <del>2010-02-15</del></td> <td>not employed</td> <td>Dip theol, Dip library and Information Servcas</td> <td>VIC</td> </tr> </tbody> </table>					Names	Updated <i>Orig Entered</i>	Occupation(s)	Qualifications	State	<a href="#">Testy Test</a>	2010-03-08 <del>2009-09-04</del>	na	na	QLD	<a href="#">Wendy Morris</a>	2010-03-04 <del>2009-05-24</del>	Fulltime Student - Tabor Adelaide	BSc(Geog), MRRP(Planning)	SA	<a href="#">Jann &amp; Geoffrey Eyles</a>	2010-03-02 <del>2008-03-15</del>	English second language teacher Primary School Chaplain, Qld, Australia	BArts Asian Studies, Post Grad.TESOL Adv.Dip.Christian Ministry, ACOM; Ecum. Hospital Chaplaincy, Trinity Theological College, Brisbane	QLD	<a href="#">Domenic &amp; Margaret Rigano</a>	2010-03-01 <del>2009-11-08</del>	Farmer homemaker	N/A	QLD	<a href="#">Chris Bratby</a>	2010-02-26 <del>2007-05-06</del>	Consulting Structural Engineer	BE(Civil)	NSW	<a href="#">Teresa Moir</a>	2010-02-26 <del>2008-10-12</del>	ypist/customer service	N/A	QLD	<a href="#">Wayne &amp; Wendy-sue Mitchell</a>	2010-02-25 <del>2006-06-14</del>	Senior Design Drafter Casual teacher	Civil Engineering Certificate Bachelor of Education	NSW	<a href="#">Sylvia &amp; Graeme Menckton</a>	2010-02-25 <del>2008-08-05</del>	Registered Nurse Bricklayer	Registered Nurse Certificate Bricklaying Certificate	NSW	<a href="#">Brenda Smith</a>	2010-02-19 <del>2007-01-24</del>	Retired,Previously teacher's aide.	Certificatein Early Childhood Development	TAS	<a href="#">Caroline Grauer</a>	2010-02-15 <del>2010-02-15</del>	not employed	Dip theol, Dip library and Information Servcas	VIC
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Click on a name to view the Enquirer's full profile. However, it will not display any further information about how the enquirer matches with your criteria. Matching information is only available to Full Partners.

 <h2 style="text-align: center;">enquirer profile</h2>	
<p>Welcome Back!</p> <p style="text-align: center;"><input type="button" value="close window"/></p>	<p><b>Enquirer:</b> Testy Test  <b>Born in:</b> Jul 1947  <b>Qualifications:</b> na  <b>Occupation:</b> na  <b>Citizen/Perm Res:</b> Yes</p> <p><b>Bible Training:</b>  <b>Formal</b> No  <b>Informal</b> No</p> <p><b>Email:</b> <a href="mailto:lindsay@secondwind.net.au">lindsay@secondwind.net.au</a></p> <p><b>Address:</b> 66 Cadogan St                      Carindale, QLD 4152 Australia</p> <p><b>Day Phone:</b> 0738436610  <b>Best time to call:</b> Working hours</p> <p><b>Family Status:</b>  <b>Marital status:</b> Single      <b>Children Total:</b> 0</p>

You can only view Enquirers who have expressly given permission for agencies to view their data.

Although Enquirers are encouraged to directly contact Agencies with whom they have high matches, Agencies are also encouraged to directly follow up Enquirers who match with their profiles. Limited partners can also follow up any enquirers if you have the ability to do so.

## 4.2. Viewing Matches (FULL PARTNERS ONLY)

Full partners have full access to all features of the Matching Service, and can view much more information about enquirers than Limited Partners

When Full partners select another link **View Your Enquirer Matches**, the screen displays a list of all Enquirers matching their profile criteria, sorted according to Match Rate initially. The percentages are based on the 5 criteria above.

**Enquirers with choices that fit your criteria:**  
 Choose List and Display Order (**Match Rate, Profile Age or State**) from pull-down lists below

View List:

[Manage List Names & Profile Age](#) [Review/Change Match Filter Settings](#)

	List: New Listings Name	Match Rate	Ministry Prefs	Spouse Prefs	Time Period	Regions	Languages (Not English)	Australia State	Australia Only	Financial Status	Paid Only	Divorce Status	Days since Entry/Update	Note
<input type="checkbox"/>	Kelly, Julie	80	Y	Y	Y	Y	N	QLD		4			65	
<input type="checkbox"/>	Sibrava, Alan	60	N	Y	Y	N	Y	NSW		4		D	63	
<input type="checkbox"/>	Welsh, Trevor	60	Y	Y	N	Y	N	NSW		4			88	
<input type="checkbox"/>	Palasrinne, Riitta	40	Y		N	N	N	ACT		5		D	57	
<input type="checkbox"/>	Waring, Colleen	40	N	N	Y	Y	N	SA		5			89	

Move selected to

Financial Status code: 0=In debt;1=Paid positions only; 2=Need full funding plus retirement funds; 3=Need full funding; 4=Partially Self-supported; 5=Fully Self-supported

Divorce History Code: D=Primary Person; S=Spouse Been Divorced; B=Both Been Divorced.

Note, as requested:  
 Matches at and below 20 percent are not shown.  
 Matches for profiles updated more than 90 days ago are not shown.

[Review/Change Filter Settings.](#)

Full partners can also manage these enquirer matches, write notes about enquirers, see what sections of a n enquirer’s profile match with theirs etc.

## 5. Search Features (FULL PARTNERS ONLY)

There are several search utilities which are only available to Full Partners

1. Search for Enquirers by Name or State.
2. Supersearch for Enquirers eg by Age, Marital status, Time commitment, etc.
3. Other Searches based on Qualifications, Occupation, Ministry Preferences or Update date.

The searches are completely independent of the criteria in your profile.

## 6. Top Needs Section

Partner agencies can enter up to 5 Top Needs for personnel or opportunities, either as generic positions or specific positions.

Selecting **Enter/Edit Top Needs** will display this initial screen.

**agency action**

Welcome Back

[Agency Main Menu](#)

### Top Five Personnel Needs

Second Wind Network provides information and challenge for people to enter missions after a time in another career.

This is an opportunity to list the top five needs in your organization. People will have the option of responding to these directly without submitting a profile.

Organization:	Test Agency
Contact Person (Default):	Lindsay test
Email Address (Default):	lindsay@secondwind.net.au
Contact Phone (Default):	07 38436610
Organisational Web Address:	http://test.com.au
Vacancies Web Address:	http://test2.com.au

One (1) record was found. Up to 4 more can be entered.

Del	Edit	Item#	Job Title	Region	Date Entered	Exp*
<input checked="" type="radio"/>	<input type="radio"/>	1	test	No Preference - Any Region	2011-11-11	113

Delete All (Start Over)

\* Exp = Days to Expiration. This indicates the number of days until an entry will stop being displayed in the list of Top Needs. All entries will only be displayed for 6 mths to ensure they are current.

Personnel need number 2 is not filled. [Click the button below to enter a new item or select an item in the table above to edit or delete.](#)

[Return to the Agency Main Menu page.](#)

The Contact Information is pre-filled from your profile, but can be edited in the next screen for each position if desired. Each position is displayed for 6 months, after which it will automatically expire. Check this list regularly, and if you want to renew a position, just open it in the edit screen and save it again. If a position has expired, the Exp\* column data will be in **red print** to alert you.

[Agency Main Menu](#)

Second Wind Network Key Contact Data:

Contact Person: Lindsay Fell  
 Email Address: info@secondwind.net.au  
 Contact Phone: 07 38436610  
 Web Address: http://www.secondwind.net.au

Below list or edit one of your top five personnel requirements:  
 (Use proper capitalization and punctuation for a professional appearance.)

Need Number: 3      3 of a maximum of 5

Contact Name:  (Optional)

Email Address:  Contact info

Contact Phone:  can be edited

Web Address:

(The web address can direct inquirer to a specific page relevant to the opportunity.)

Job Title:

Region of World:

Country:

If Au, Select State:

Approx Time Commitment:

Support Type:

General Category:

Description: (brief and compelling) Please check spelling and punctuation.

The **labels** “Regions of the World” & “General Category” are links to HELP pages which describe in more detail what countries or job types these relate to.

Ensure that the **Brief Description** is succinct but compelling so that, together with the other fields, it will provide sufficient information for an Enquirer.

After entering the information, a review screen will be displayed for you to check your entry before finally accepting it.

[Agency Main Menu](#)
**Top Five Personnel Needs**

The following information is now proposed for top need ID = 3  
 One more click is needed below to accept the "top needs" entry or edit.

Organization Key Contact Data (for this need):  
 Organization: [Second Wind Network](#)  
 Contact Person: [Lindsay Fell](#)  
 Email Address: [info@secondwind.net.au](mailto:info@secondwind.net.au)  
 Contact Phone: [07 38436610](tel:0738436610)  
 Contact State: [QLD](#)  
 Web Address: <http://www.secondwind.net.au>

Below is information entered for one of your top five personnel requirements:

Job Title: [Public Relations Coordinator](#)  
 Region of World: [Australia](#)  
 Country: [Australia](#)  
 If Australia, Select State: [QLD](#)  
 Approx Initial Time Commitment: [Part time \(locally in Australia\)](#)  
 Position Support Type: [Raise/provide support](#)  
 General Category: [SUPPORT ROLE](#)  
 Description:

[SWN needs a volunteer Public Relations Coordinator to coordinate promotion of the Network and its services through Christian publications, denominational and mission agency magazines, radio, and other appropriate means. The aim is to publicise the network nationally to encourage](#)

"Accept" if the information is correct. If not, click the back button to edit.  
 (You can always return and edit or delete this item at any time.)

[Click here](#) to start over. No data will be saved.

Go to [Opportunities / Top Needs](#) to see how the list of Opportunities is displayed in various formats. All web viewers can access this section, without first entering a profile. They can then send you an Enquiry email, relating to the specific position advertised.

### 7. Email Enquiries Generated From The Enquirer's Profile

If an enquirer sends a pre-formatted email enquiry it will contain a link to their profile. Following is an example of what you will see in the email message:

To view a summary profile for Vijay & Nirmala Raju click on the link below or enter the link into a new browser window.  
<http://www.secondwind.net.au/user/profile.php?Code=4f9fecabbd77fba02d2497f880f44e6f>

By clicking on the link, you will be able to view the Enquirer's profile immediately, without having to first log in.

**second wind network**  
 Significant in God / global plan in your second half

*Second Wind Mission Matching*

**Personal Profile**

<b>Candidate:</b> Vijay Raju	<b>Spouse:</b> Nirmala Swarupa
<b>Born in:</b> Feb 1980	<b>Born in:</b> Sep 1980
<b>Qualifications:</b> N/A	<b>Qualifications:</b> MA Economic
<b>Occupation:</b> Church & Mission planter	<b>Occupation:</b> Missions
<b>Bible Training:</b>	<b>Bible Training:</b>
Formal: Yes	Formal: No
Informal: Yes	Informal: Yes

**Email:** [vijay@christoospeiministries.org](mailto:vijay@christoospeiministries.org), [comindiaora@gmail.com](mailto:comindiaora@gmail.com), [pastorraj@hotmail.com](mailto:pastorraj@hotmail.com)

**Address:** Muralahagar, Visakhapatnam Andhra Pradesh  
 Visakhapatnam, Andhra Pradesh 530007 India

**Day Phone:** +919866384247  
**Evening Phone:** +919866384247  
**Best time to call:** Working hours

**Family Status:**

Marital status: Married	Children Total: 2
Available Short-Term: Now	Dependents at home: 0
Available Long Term: 2007	Dependents elsewhere: 0
	Independent children: 0

This email message can be forwarded to others in your organisation and the link will remain active.

Alternatively you can forward the whole profile.

Open the profile in your browser.

Select: File, Send, Page by email (IE) or Send Link (Firefox).

The profile or weblink will then be incorporated in the body of your email message.

Note: This does not happen for enquiries generated from the Top Needs section, as there is no link from this to an Enquirer's profile. Enquirers do not have to first enter a profile to access the Top Needs section.

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## 8. Other Information

If too much time elapses after login without any activity, the session will time out, and you will have to log back on again before performing any other functions.

Each partner agency is normally set to be active until 30 June the following year. This expiry date will be reset administratively by SWN upon renewal of partnership for a new year.

**Please give us feedback.** We welcome all feedback both on contents and on processes. We are particularly interested to know if there are any other Ministry Opportunities, Languages, Time Periods or World Regions, and are planning to adjust it according to agency feedback.

### Contact Details

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Phone: (07) 38436610 or 0409 498 449

Skype: second\_wind\_network