

POSITION DESCRIPTION

1. POSITION TITLE Regional Development Officer – Grampians Region	2. LOCATION Grampians	3. MANAGER Senior Project Manager – Business Development Manager
4. POSITION SUMMARY Develop, execute and manage our youth development programs, including The Duke of Edinburgh's Award, in schools and community organisations in the Grampians Region. Contribute to the provision of quality services by providing professional and efficient support to Awards Victoria Licensed Operating Groups (schools, community and sporting groups) and ensuring effective relationships are maintained with stakeholders.		
5. PERSONAL ATTRIBUTES <ul style="list-style-type: none">• Excellent interpersonal skills with the ability to motivate people towards a common goal.• The ability to exercise tact, discretion and good judgement.• The ability to work autonomously and as part of a team.• Well presented and professional.• To understand and own the values of Awards Victoria.		
6. QUALIFICATIONS/EXPERIENCE/SKILLS <ul style="list-style-type: none">• Proven experience in training and mentoring.• Outstanding organisational and project management skills, with the ability to manage a multi-task workload and meet deadlines with minimum resources.• Highly developed written communication skills.• Advanced computer skills with proficiency in Microsoft office.		
7. ORGANISATIONAL ENVIRONMENT Awards Victoria delivers the following programs: The Duke of Edinburgh's Award, The Compass Award, The Bridge Award, The Challenge Award and OzQuest are programs are internationally known Personal Development Programs. The programs are open to all types of individuals. There are various types of programs depending on age and abilities however the program's philosophy is self-development, individual challenge, adventure and fun. This is a funded position through Newsboys Foundation for a period of 12 months.		