



NSW - Duke of Edinburgh's Award Lead

YouthAdvance Australia is currently seeking a Duke of Edinburgh's Award Assistant Leader for their NSW office located in Chatswood.

About YouthAdvance

YouthAdvance Australia is an Open Award Centre for The Duke of Edinburgh's International Award for participants in NSW, ACT and Victoria and also provides a range of services in support of The Duke of Edinburgh's International Award, including administrative support for award leaders and a range of Duke of Ed Adventurous Journeys.

YouthAdvance Australia offers a range of Duke of Ed Adventurous Journeys around Australia, from programs on the urban fringes to some of the most remote locations around Australia. We currently offer Bronze, Silver and Gold level programs with activities such as hiking, kayaking, snowshoeing and canyoning. We offer custom programs for schools and Open programs for individuals throughout the year.

Please visit our website at www.youthadvance.com.au for further details of what we offer. We are also on Instagram and Facebook.

Position Overview – NSW Duke of Edinburgh's Award Lead

Ideally, this position is suited to someone who is currently undertaking a degree or qualification in Outdoor Recreation. The position is office based with the potential for the right person to also provide field support during our Adventurous Journeys.

This job role requires the following tasks to be completed:

- Manage our Open Award and Client Award Centre participants
- Communicate with participants and parents in regard to Award requirements and registration processes
- Perform the verification checks of participants award assessors and activity requests
- Promote the Award via community and school-based information sessions
- Attend Client Award Centre schools and perform administrative tasks as required
- Create marketing material along with posting on YouthAdvance's social media.
- Complete operational documentation and maintain client records

Selection Criteria

Applicants applying for this position require knowledge and skills in the following elements;

- An understanding of the Duke of Edinburgh's International Award
- Ability to work independently and as part of a small dynamic team
- Strong oral communication skills and is an effective communicator (previous experience communicating with teachers, parents and students preferred)
- Proficient in office-based technology such as Microsoft Office.
- Knowledge and skills in office-based administration tasks and field management.
- Previous experience in building relationships within a school environment
- Current Driver's License (Manual), preference is given to applicants with LR – Licence
- Current Remote Area First
- Recognised qualification in outdoor education/recreation/ youth development ideal
- A desire to passion to provide youth development opportunities to young Australian.

Workload: Part-time, 2 days per week. 9am to 5pm (negotiable). The potential for additional casual shifts.

Salary: \$16,750 annually (inclusive of superannuation) depending on the successful applicant's relevant experience.

WWCC: The successful applicant must be able to provide a WWCC prior to commencing role.

Commencement Date: 1st of March 2019 (negotiable)

Position Location: This role is an office-based role located at Chatswood NSW. The role will require time in the field for the implementation of the outdoor education programs. Field work may require travel to locations where our programs are run, including Snowy Mountains, Blue Mountains and the Northern Territory.

Interested Applicants: Interested applicants will need to provide a cover letter which demonstrates the applicant's suitability for the role and addresses the selection criteria above, current resume and 2 references.

Closing Date: 1st of Feb 2019. Select applicants will be contacted for 1st round interviews shortly after that date. YouthAdvance Recognises the values of Duke of Edinburgh's Award in creating work-ready candidates, all applicants who have completed the Award will be given a 1st round interview.

Further Information: Keith McReynolds, YouthAdvance

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