



## **NSW - Duke of Edinburgh's Assistant Award Leader**

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

### **About YouthAdvance**

YouthAdvance is an Open Award Centre for The Duke of Edinburgh's International Award for participants in NSW, ACT, SA 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](http://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 Assistant Award Leader**

The position is office based with the potential for the right person to also provide field support during our Client Award Centre visits with the NSW Client Award Centre Project Officer.

This job role requires the following tasks to be completed:

- Assist in the Management of our Open Award Centre 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
- Attend Client Award Centre schools and assist in performing administrative tasks as required
- Assist in creating marketing material along with posting on YouthAdvance's social media.
- Complete operational documentation and maintain client records
- Perform office bases administration process, including printing, answering phones and filing

### **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
- Recognised qualification in outdoor education/recreation/ youth development ideal
- A desire a passion to provide youth development opportunities to young Australian.

**Workload:** Part-time, 3 days per week. 9am to 5pm (negotiable). The potential for additional casual shifts.

**Salary:** \$28,400 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 February 2020 (negotiable)

**Position Location:** This role is an office-based role located at Frenchs Forest NSW.

**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 January 2020. 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 Gold Award will be given a 1st round interview.*

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