



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

*YouthAdvance is expanding its team and is excited to be seeking a Duke of Edinburgh's Junior Award Leader to oversee the growth and development of its NSW Duke of Edinburgh's Award Open Award Centre and Client Award Centres.*

*This is a pivotal role in a dynamic team that is passionate about supporting the growth of young people in Australia.*

### About YouthAdvance

YouthAdvance is an Open Award Centre for The Duke of Edinburgh's International Award for participants in NSW, ACT, SA, TAS, VIC, WA and also provides a range of services in support of The Duke of Edinburgh's International Award, including administrative support for award leaders.

YouthAdvance also offers a range of 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 and kayaking.

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 Award Assistant Leader

This job role requires the following tasks to be completed:

- Provide guidance and information to our Open Award Centre and Client Award Centre participants
- Communicate with participants and parents regarding the Award's requirements and registration processes
- Perform verification checks of participants' award assessors and activity requests
- Attend Client Award Centre schools and perform administrative tasks as required under direction of the YA Award Leader
- Create marketing material along with posting on YouthAdvance's social media
- Complete operational documentation and maintain client records

This position could ideally be suited to someone who is currently undertaking a degree or qualification in communication and or marketing.

### 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.
- A desire to provide youth development opportunities to young Australians.

**Workload:** Part-time, 2 days per week. Hours are typically 9am to 5pm but there is the potential for flexibility for the right applicant (including supporting school-based hours). There is also the potential for additional casual shifts.

**Salary:** \$19,968.00 annually (based on 16hr week) depending on the successful applicant's relevant experience and agreed hours.

YouthAdvance Administration team is employed under the **Clerks—Private Sector Award 2020**

The rate of pay is determined in consultation with applicants at the time of interview. Rates are based on industry experience, current and verified qualifications, Award Wage Classification Structure and stipulated Adult employee rates listed in the Award Wage.

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

**Commencement Date:** 1<sup>st</sup> April 2022 (negotiable)

**Position Location:** This role is an office-based role located at Brookvale NSW. While the position is office based, there is the potential for the right person to also provide field support with the YA National Award Leader.

**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:** 18th March 2022. 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 any level of the Award will automatically be given a 1st round interview.***

**Further Information:** Keith McReynolds, YouthAdvance

**Phone:** 0431 248 389

**Email:** [keith@youthadvance.com.au](mailto:keith@youthadvance.com.au)

**Website:** youthadvance.com.au

**Instragram:** @YouthAdvanceAustralia

**Facebook:** @YouthAdvanceAustralia