

Exec and Projects Officer

Do you genuinely like people and enjoy a job with purpose?

Key roles:

- ❖ Oversee progress of projects across the organisation and meeting of milestones and outcomes, and collaboration on projects, as relevant
- ❖ Research grants and government programs and maintain current knowledge of relevant opportunities and essential eligibility; assist businesses understand and apply for grants.
- ❖ Maintain governance records, agenda, minutes and Board Meeting organisation.
- ❖ Provide general staff HR support, coordinate policy bank and work with CEO to provide a flexible, enjoyable and highly productive workplace with shared responsibility.
- ❖ Take on specific projects according to knowledge, skills and available time, including assisting CEO in day to day organisational performance.

This is a relatively senior level position which seeks a broad range of skills and experience and above all a team oriented approach. We seek someone who can help others achieve their potential and achieve both organisational and personal goals. The successful candidate will be reliable, easy to get along with, flexible and committed.

Desired Skills, Knowledge and Experience:

- Good organisational skills
- Some knowledge of Governance processes
- Good problem solving skills
- Good written language skills and good functional IT skills
- Experience and interest in managing people as well as projects
- Flexibility and adaptability
- Project management and business case development highly regarded but not essential
- Care and Commitment

RDA operates in a challenging dynamic environment. We have clear objectives and outcomes to pursue, with changing opportunities and challenges. RDA staff need to be responsive and flexible with a commitment to purpose and outcomes. If you do not like changing priorities and a dynamic operating context then you are unlikely to enjoy this role.

This will be a substantial part time role, 3-4 days preferably over 4 – 5 working days per week (can be less than full days, for example school hours) with some flexibility for periodic out of hours events and workshops –accommodated through flexible hours arrangements. An initial contract to June 2023 is anticipated.

Applications are by letter outlining why you wish to work with RDA for the future development of the region and attaching a CV outlining relevant experience and interests. Applications should be forwarded to anne@barossa.org.au no later than 29 September 2021. For further information, details or to discuss role you may phone Anne on 0438224254.