

POSITION DESCRIPTION

POSITION TITLE:	Local Connector
ORGANISATION:	Regional Development Australia Far West NSW
LOCATION:	Balranald
STATUS:	18 Hours per week, flexible working conditions
DIRECT REPORT TO:	Chief Executive Officer

About us:

Regional Development Australia Far West is a not for profit community driven organisation. We are a Federally funded non-government organisation focused on supporting economic growth and regional development across the Far West NSW region.

We are a small team, passionate about delivering high quality outcomes and supporting the growth and sustainability of the region.

We care about our team and strive to ensure a work life balance that motivates and inspires great outcomes and supports you to achieve your goals.

About the role:

This is a highly rewarding and unique opportunity to help shape the future of the Far West NSW region, based in Balranald, NSW.

This is a key role to facilitate and implement our expansion of this program into the Balranald LGA.

This is a part time (18 hours per week) contract position with an initial period to 30 June 2026, and the potential to extend the position depending on the outcomes and success of the program. This position is a part time position and will require some after hours and weekend work.

This is a diverse and exciting role that will support your skill development and the sustainable growth of the Far West NSW.

The successful applicant will work collaboratively with key stakeholders, community groups and other parties to enhance key employee attraction, recruitment and retention across Far West NSW.



Key responsibilities:

The role is a direct report to the CEO through the provision of a broad range of activities:

- Manage, facilitate and implement the key worker concierge project through stakeholder engagement, events, communications and one on one client support.
- Develop trusted relationships with clients to ascertain their needs and find solutions to improve their regional community assimilation.
- Manage the project, allocated budget, and reporting.
- Manage, facilitate and report on program progress
- Measure, monitor, evaluate and report on metrics, outcomes and impacts.
- Develop and grow stakeholder relationships, contacts, collaborators and partners.
- Consult effectively with regional stakeholders to identify key worker challenges, barriers, opportunities and solutions.
- Devise and implement solutions-focussed deliverables to improve the program outcomes and impacts.
- Prepare information on the project for internal and external communications including website, newsletter, social media, media releases and reports.
- Manage and monitor data base contacts, communications and program resources.
- Other duties as directed by the Chief Executive Officer.

Required skills:

- Demonstrated strong and creative communication skills that enable you to effectively communicate with people from diverse backgrounds and all walks of life.
- Demonstrated skills working with digital technology, social media tools and platforms.
- High level project management, monitoring, reporting and evaluation skills.
- Ability to connect easily with various internal and external stakeholders.
- Outgoing, enjoy talking to people and find value in helping.
- Current Drivers licence and a reliable vehicle
- Strong understanding of the Far West NSW environment
- NSW Working with Children Check

Desired Skills:

- Experience in a client facing role.
- Knowledge and understanding of the challenges moving to an unfamiliar environment poses.



**Regional
Development**
Australia
F A R W E S T N S W

What are we looking for:

- An individual that is dedicated, passionate and enthusiastic about creating opportunities and the sustainable growth of Far West NSW - Balranald
- You are hardworking, conscientious and reliable.
- You have strong, broad and imbedded connections throughout Balranald and surrounding towns.
- You have exceptional organisational capabilities and high attention to detail.
- You are empathetic, caring, know how to listen and think creatively to find solutions.
- You have a passion for people, build rapport quickly and enjoy helping them feel supported.
- You work well autonomously, enjoy a small team environment, and appreciate colleagues who care.
- You have excellent time management skills and enjoy the challenge of juggling several competing deadlines.

How to Apply:

Applications should be directed to the Chief Executive Officer, RDA Far West and include your CV and a cover letter outlining how you meet the required skills, desired skills and what we are looking for criteria. Please include two recent contactable work referees.

Applications close 12-noon on Monday 30 September 2024 and should be emailed to admin@rdafarwestnsw.org.au