

Position Description

Part time Project Officer – Bushfire Education Centre

Applications close Monday 30 March 2020

Background

The Bushfire Education Foundation Inc. was established in 2013. Its primary purpose is to provide education on issues relevant to bushfire prevention, safety and recovery for the general community. To ensure ongoing success the BEF will establish a 'world class' Bushfire Education Centre.

The Role

The Bushfire Education Centre Project Officer role is required to facilitate the creation of a Business Case and Prospectus aimed at attracting financial support from Local, State and Federal Government, corporate and philanthropic organisations.

Reporting to the Foundation Board, the Project Officer is required to:

1. undertake and coordinate all Business Case development work;
2. consult with stakeholder including the conduct of community consultation events;
3. liaise with government officials, stakeholder staff and community leaders;
4. create a comprehensive proposal, including marketing material, for BEF consideration.

The Person

To succeed in this role you will be a high-performing individual with exceptional stakeholder liaison skills. You will also have:

- demonstrated experience in managing projects from initiation to completion
- a background in business case development
- high level research experience
- experience in advising boards of management
- experience in conducting stakeholder forums
- excellent written and verbal communication skills
- Efficiency in MS office, outlook and explorer.

Additional skills

- Ability to multi-task and manage various project elements simultaneously
- Leadership skills
- Big-picture thinking and vision
- Experience in grants management
- Attention to detail
- Conflict resolution skills

Qualifications

A relevant tertiary qualification in government relations, finance, business administration or related disciplines will be well regarded.

Applications by email to: secretary@bef.net.au