

17 August 2020

EXPRESSION OF INTEREST

- EOI:** Regional Development Australia Mid North Coast (RDAMNC) Pathways Contract
- Duration:** Monday 31 August 2020 – Friday 27 November. It is anticipated the contract will be delivered across a standard working week with some requirement to attend meetings prior to, and after business hours.
- Region:** RDAMNC serves the region that spans from Woolgoolga in the North to Taree in the South it is expected the contract will be delivered throughout these communities.

Work

- Environment:** RDAMNC does not have a physical office, it is expected the contract will be delivered in the field. Meetings with the RDAMNC team will be held in public spaces (booked by the RDAMNC team)
- Budget:** \$25,000 plus GST if applicable (including transport, administrative consumables, office and administrative and communications equipment required for the contract delivery).

Contract

- requirements:** The contractor will require an ABN, relevant insurance and relevant business equipment

- Context:** In 2020 RDAMNC launched the North Coast Employment Strategy and the My Future Workforce Platform. Both initiative aims to drive collaborative partnerships among the various proponents of the employment eco-system (including employers, jobseekers, students and supporting services). The Pathways Officer contract role will play an integral role in linking the employment eco-system to these initiatives.

- Reporting to:** Director of Regional Development (DRD)

Budget

- authority:** There is no discretionary budget attached to this position however, provided a request is made prior to booking the DRD will consider allocation for specific events and meetings.

Deliverables:

- Liaise with employers throughout the region to encourage them to:
 - Register (at no charge) for the My Future Workforce Platform (MFW)
 - Liaise with employers throughout the region to understand key challenges and opportunities faced
 - Identify potential working parties for the North Coast Employment Strategy
 - Attend key industry meetings including Chamber of Commerce (identified in partnership with the DRD)
- Liaise with career advisors in schools and similar supporting entities to highlight key regional opportunities for work experience and employment
- Provide information to RDAMNC's Media and Innovation Manager (IMM) to support troubleshooting any glitches with the online platform
- Support delivery of the MFW marketing campaign including:
 - Distributing marketing collateral throughout the region (Mid North Coast)
 - Reviewing relevance and effectiveness of campaign
 - Contributing to social media content development
- Support RDAMNC's Director of Regional Development (DRD) with information to feed into key stakeholder, government reference groups and industry reference groups
- Attend business breakfasts and other key events to promote the platform
- Adhere to agreed upon Key Performance Indicators

How to apply:

Please submit a copy of your resume, a cover letter and response to the following essential criteria (see following page) to:

Kerry Grace
Director of Regional Development
C/-ceo@rdamnc.org.au

Applications must be received on or before Wednesday 26th August 2020.

The successful candidate will be notified by Friday 28th August 2020.



Essential criteria:

- Mid North Coast resident
- Have a current ABN, relevant insurances, office equipment and transport to deliver the role
- Knowledge of challenges faced by employers in the Mid North Coast
- Willingness to work within the required framework
- High level communication skills
- Skills in networking and relationship development
- MS Office and social media skills

Desirable criteria:

- Existing network of business contacts within the Mid North Coast region or part thereof
- Knowledge of key business networks within the Mid North Coast region