

Angus Australia

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POSITION DESCRIPTION

EXTENSION & YOUTH DEVELOPMENT OFFICER

Reports to	Extension & Youth Manager
Location	Armidale, NSW with occasional travel throughout Australia as required.
Remuneration	Base salary
Role	<p>This full time role assists the Extension and Youth Manager in the research, development and implementation of innovative extension services for members, and management of the Angus Youth program.</p> <p>The position requires the participation in occasional after hours phone conferlinks, as well as occasional travel.</p>

Duties and Responsibilities will include:

Extension

1. Assist with the development and implementation of innovative and cost-effective methods of education and extension delivery, such as the provision of web-based extension services.
2. Research improved methods of extension and education delivery and assist in the development of effective methods for measuring the impact of these services
3. Assist with the organisation and conduct of extension activities such as field days, workshops and courses.
4. Assist in developing promotional displays, brochures and educational material for all aspects of Angus Australia's extension services, including:
 - market definition and targeting,
 - setting breeding objectives
 - breeding program development and implementation
 - use of feedback data
 - crossbreeding to target markets
 - understanding Angus Australia registration and performance recording systems and use of Angus GROUP BREEDPLAN.

Youth

1. Manage the Angus Youth program plan with assistance from the National Angus Youth Committee.
2. Coordinate the National Angus Youth Roundup.
3. Coordinate the National Leadership Clinic.

OUR MISSION: "To increase the profitability of our members"

4. Coordinate the National Judging Competition.
5. Coordinate the national Angus scholarships, international youth exchanges and awards.
6. Arrange selection of Ambassadors and manage their program and mentoring.
7. Assist state Angus Youth groups to develop and conduct youth activities.
8. Maintain financial accountability for the Angus Youth program.
9. Coordinate the electoral process for the National Angus Youth Management Committee.
10. Coordinate Angus Youth promotion and communication including two newsletters annually and input to Angus Australia publications.
11. Manage meeting and phone conferlinks.
12. Attend training, events or activities as deemed necessary for the role.

General Duties:

1. Work as a team member with all other Angus Australia staff, directors and members.
2. Assist with other duties as required.

Selection Criteria

Essential:

1. A degree in Agriculture or equivalent tertiary experience.
2. Proven skills and experience in organising and managing activities or events.
3. Strong ability to work with and motivate people in groups or committees.
4. Strong interpersonal communication skills, both oral and written.
5. Ability to develop web-based education packages.
6. Experience with and affinity for working with young people.
7. Ability to develop and conduct training sessions.
8. Working knowledge of the beef industry.
9. Demonstrated ability to work independently and as part of a team.
10. Experience and skills in the use of personal computers including Word, Excel, PowerPoint and email.
11. Current driver's licence.

Highly Desirable:

1. Experience in developing and maintaining websites.
2. Experience developing multi-media communication.

Other:

1. To meet requirements of the MLA Graduate Program, this person needs to have graduated within the past three years
2. The successful applicant will be required to submit to a Working with Children check and to complete a Prohibited Employment Declaration as part of Angus Australia's Child Protection Policy.