



Peter Westblade  
Scholarship

# Executive Officer

## Sub-Contractor Opportunity

*Investing in the sheep & wool representatives of the future*

The Peter Westblade Scholarship (PWS) is designed to provide practical education and mentoring for young participants in the Sheep and Wool Industry. To assist with facilitating and growing the scholarship opportunities, the PWS committee are looking for a highly motivated and organised individual to work with the team for approximately 1 to 2 days per month.

This is a fantastic opportunity for someone who has solid administration skills with a flair for fundraising and would like to compliment their current business.

The role of the PWS Executive Officer will be to coordinate the annual scholarship application process and plan the recipient's schedule throughout the year; identify and implementing fund raising opportunities and events; updating and maintaining media and social media; attend and minute meetings and other administrative duties as they arise.

The ideal candidate should possess the following skills and experience:

- Good communication skills
- Strong organisational skills
- Self-motivated
- Event management
- Understanding of rural issues (not essential however desirable)
- Computer skills – email, website, Facebook, Microsoft Office (Word, Excel, PowerPoint and Publisher)
- ABN and appropriate insurances

This position will suit someone who would like to make a difference in the rural industry, whilst enjoying the flexibility that this position affords. The majority of the role can be performed at home with flexible work hours; the estimated time commitment is 1 to 2 days per month. Remuneration will be based on skills and experience.

Position Description attached.

For more information about the position please contact Sally Martin on 0400 782 477.

Please submit your application along with cover letter addressing the selection criteria to [liz@mosesandson.com.au](mailto:liz@mosesandson.com.au) by **28 June 2016**.