

TECHNICAL OFFICER

<p>Values Courage We challenge the status quo</p>	<p>Vision <i>"A socially just, culturally rich, and ecologically restorative future"</i> - LFI</p>
<p>Inclusion We offer opportunities for all</p> <p>Inspiration We inspire new practices</p>	<p>Mission To provoke others into doing remarkable things and show the world what good looks like in building, community, and organisational development.</p>

POSITION DESCRIPTION

Title	Technical Officer
Relationships	The Technical Officer reports to the Chief Executive Officer (CEO) and would also work closely with the Technical Working Group and Communications & Community Officer.
Role Purpose	The Technical Officer manages the client experience and administration of the Declare program in Australia, along with assisting with technical services and advocacy projects for all Living Future programs.
Key responsibilities	<p>Primary Duties and Responsibilities</p> <ul style="list-style-type: none"> ● Administration and client management for the Declare materials transparency program ● Assist with business development including client lead generation and program strategy ● Assist with the preparation of content and delivery of marketing material for Declare ● Assist with the preparation and delivery of training material for Living Future programs ● Engage with and support the LFIA Technical Working Group and other stakeholders, as required ● Support and prepare for Board Meetings ● Attend internal and external meetings as required ● Fulfill other tasks as requested.

Offer	<p>Whilst intended as a permanent part-time role in future with the potential to expand, this position is offered initially as:</p> <ul style="list-style-type: none">● A 6-month fixed-term role, beginning October 2020● Ideally Sydney or Melbourne based, however would consider anywhere on Australia's east coast for the right person● Part-time, 2 days per week <p>The position allows for flexible working arrangements and the employee will work from home for the foreseeable future.</p>
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