

### Rotary Specialist - Position Description

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| Position title | Rotary Specialist                                       |
| Location       | n/a   |
| Reports to     | Regional Council Portfolio Lead (relevant to Specialty) |
| Date           | 1 July 2024   |

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#### About the Regionalisation Pilot

The Regionalisation Pilot Vision is “to significantly increase the reach and impact of Rotary and Rotaract in Australia, New Zealand and the Pacific Islands.” Through this new model we seek to:

- Provide greater consistency and continuity of strategy across the zone.
- Enable a single point of contact for external parties seeking partnerships.
- Build a stronger, unified Rotary image and brand across the region.
- Improve efficiency to reduce duplication and costs to members and indeed to Rotary International.
- Create attractive and diverse leadership and development opportunities.

Taken together, a new governance approach will ensure we are able to provide greater support to clubs and members – to meet the goals of Rotary’s action plan, whilst providing more meaningful and rewarding club experiences for members.

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#### Position objective

A key objective of the Regionalisation Pilot Project is to develop mechanisms to significantly improve the support to Rotary and Rotaract Clubs across the Zone with their programs and activities.

The Rotary Specialist is a consultancy role providing subject specific guidance to Rotary and Rotaract clubs and their members in support of projects and general operations. The support is intended to point members in the right direction to progress their project or situation. There may be numerous specialists in the same subject area to cover the geography of Zone 8 and to cover the requirements of various states and territories. The role is consultancy in nature, with all operational support and activities undertaken by other teams within the Leadership Portfolio.

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#### Key Responsibilities

1. Share subject matter expertise to enhance the operation and impact of Rotary and Rotaract clubs across Zone 8. Respond promptly to requests from clubs and members for advice and guidance in the specific subject area by electronic means (phone, email etc). Be available to provide specialised and/or technical consultation services in a specific subject area.
2. Maintain expertise and remain proficient in knowledge for the area of expertise through professional development, either formal or informal, and through currency of any required professional qualifications or standards.

3. Work collaboratively with other specialists across the same subject area and the relevant Regional Council Portfolio to ensure consistency of advice across Zone 8. Develop suggestions to the Portfolio Chair on any process improvements or knowledge enhancement opportunities for club members.
4. Excellent communication skills are essential for providing technical assistance and advice, especially for time-sensitive matters. The ability to work effectively with people from diverse backgrounds and nationalities whose first language may be other than English is important for clear communication.

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**Person specification****Experience**

- Rotary/Rotaract membership is not required, however gaining an understanding of the operations of a Rotary/Rotaract Club will assist the level of support provided.
- Compliance requirements will be the same as for a Rotary/Rotaract member.
- Extensive experience in specific subject area.
- Able to demonstrate well-developed relationship skills to work alongside Rotarians, Rotaractors and external partners at all levels across Zone 8.
- Available to hold the position for a minimum of two years.

**Skills**

- Has a collaborative personal approach.
- The ability to work effectively with people from diverse cultures and backgrounds.
- Exhibits a positive and proactive attitude – is flexible and action focused.
- Able to communicate effectively, both written and orally.

**Qualifications**

Potential requirement for professional qualifications depending on specific subject area.

## **Your Application**

It is important that within your application you highlight how you meet the selection criteria and how your experience and skillset would enhance you as an applicant for the role described in the Position Description. In addressing the criteria:

- Describe the knowledge, skills and experience from your business or professional background that confirm your ability to achieve the outcomes of this role.
- Describe your strong relationship skills and capacity to collaborate and work alongside others as an advisor.

Please also provide a background CV with relevant educational and professional experience

## **Your Role and Experience**

- You have a willingness to serve in a voluntary capacity as Rotary Specialist for 2 years, with the opportunity to continue within the role for a further 2 years.
- You have the skills, experience and qualifications to act as a Rotary Specialist in your area of expertise.
- You have or can develop a good understanding of the operations of a Rotary or Rotaract Club.

## **Your Abilities**

- You have skills or experience from your business or professional background that are suitable to achieve the outcomes of this role.
- You have an ability to communicate effectively.
- You have a collaborative personal approach.

## **You can Successfully**

- Respond efficiently to requests for information in your area of speciality that are prompted by electronic means eg. phone or email enquiries.
- Remain proficient and up to date in your area of expertise.
- Work collaboratively with other specialists across the same subject area and Leadership Portfolio to ensure consistency of advice across Zone 8.
- Work effectively with people from diverse backgrounds and nationalities to provide clear and concise communication.