

IT/Communications Officer – Disaster Recovery Advisory Team

POSITION STATEMENT

Responsibilities

Responsible to the Chairperson of the Disaster Recovery Advisory Team(DRAT).

Background

Council resolved to establish a Disaster Recovery Advisory Team to:

- Assist Districts and/or Clubs to better understand the Lions potential value in Community Disaster Recovery Assistance.
- Assist Lions Clubs/Districts to better present their Community Assistance Capabilities to Local Governments for inclusion in Local Government Disaster Management Plans.
- Look at developing a structure to better recognize available Lions Disaster assistance resources at District and cross District boundaries.

The Committee is in the conceptual stage of development.

Duties

- To manage teleconferences for the DRAT.
- To act as the Secretary for the DRAT.

Revision No.	1.0	Relates to:	Disaster Recovery
Revision Date	31 January 2018	Applies to	Position Holder
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Structure

With respect to responsibilities under the control of the Multiple District, the position is supervised by the Chairperson of the Disaster Relief Advisory Team

Conditions

The Disaster Recovery Advisory Team is to operate at minimal cost to the Multiple Districts. Meetings are to be conducted by teleconference and any additional costs require the specific approval of Council.

Approved expenses are covered by the Multiple District General Reimbursement Policy.

PERSON PROFILE

The Multiple District Disaster Relief Advisory Team Information Technology/Communications Officer should have following experience, skills and personal attributes.

Experience

- Excellent verbal and written communication skills.
- Experience in role related to the duties of the position.
- Experience using teleconferencing tools such as Skype, GotoMeeting or Google Hangout.
- Experience in a secretarial capacity in a voluntary or professional capacity.

Skills

- Excellent computer skills, particularly using e-mail and Microsoft Word.
- The ability to manage and operate use teleconferencing software.
- Organisational and project management skills.
- Ability to order priorities; set and meet deadlines.
- Knowledge of Lions Clubs International.

Personal Attributes

- An organised and methodical approach
- Capable of working with a range of people and willingness to listen to, and communicate with, members of other Committees.
- An optimistic and positive approach, and resilience in dealing with stakeholder demands.

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