##

**Divisional Manger**

**Full Time: fixed term 24 mths (37.5hrs per week)**

**South Australia and Northern Territory**

**Occupational Therapy Australia is looking for two enthusiastic people to be the face of the organization in South Australia & NT. You will have experience in membership based organisations and or with lobbying. You will work with the team to support OTA and occupational therapy in your jurisdiction achieve the strategic plan.**

**ABOUT US**

Occupational Therapy Australia (OTA) is the peak body for occupational therapists in Australia, OTA is a member of the World Federation of Occupational Therapists. We are a member service organisation, providing a range of services to over 9000 members of the occupational therapy profession such as professional development, advocacy, practice standards, collegial networking, and the provision of an extensive CPD program.

OTA has 6 core values one of which is excellence in research, practice and performance. Upholding it’s owns values OTA places emphasis on personal development and regular support for its employees through supervision and professional development opportunities.

**ABOUT THE ROLE**

This is your opportunity to be the face of Occupational Therapy Australia in your jurisdiction. With support from portfolio and executive managers located in the Central Office you will engage with members regularly in a range of situations ensuring a positive member experience. You will seek out occupational therapists who are not members and support OTA to engage with them through membership or other service provision new members.

You will promote the association and the profession and will lead advocacy and lobbying activities increasing the awareness of the value and benefits of the profession to the community, funders, policy makers, and agencies where OT will have an impact.

You will work with a Divisional Council consisting of local OT’s who will be able to provide feedback and local nuances to support the associations work.

**ABOUT YOU**

This is an opportunity for a highly motivated person who has a genuine interest in not for profit/ peak body membership and stakeholder engagement.

You will have strong communication and planning skills that you can apply across the breadth of the responsibility areas and you will have demonstrated these skills consistently in at least one of the responsibility areas in your current or a recent position.

You will have strong communication skills and be able to manage contemporary IT and other e systems.

**HOW TO APPLY**

Completed applications, which must include a resume and cover letter, should be forwarded to Adam Wilson via adam.wilson@otaus.com.au no later than 5pm AEDST 29 January 2019.

Only short-listed applicants will be notified. All applicants must have the right to work in Australia, a current driver’s license and access to a vehicle that can be used for work purposes as required and will be required to undertake a national police record check.