



Position Details

Title	Air Activities Centre Operations Officer
Department	Air Activities
Report To	Officer Commanding Air Activities Centre
Optimum Rank	Wing Captain
Entitlement	Member of Air Activities Centre Management Committee

Responsibilities

- Management of all bookings for Air Activities Centre
- Liaise with Head of Operations for allocation of instructors for flight training
- Liaise with Chief Pilot for allocation of pilots for Air Activities day bookings
- Liaise with Chief Engineer on aircraft serviceability
- Allocation of aircraft to meet booking requirements
- Scheduling of instructors and pilots to support bookings
- Confirmation of bookings to students and units
- Oversee the safe and efficient operation of Squadron Flying Days, including supervision of ground operations, movement of aircraft and briefing of members
- Maintain records of all members flying and ensuring forms are completed as required
- Hold a position on the Air Activities Centre Management Committee

Qualifications/Skills

- Must be a financial member of the Australian Air League
- Must be an officer within the Australian Air League
- Not hold a command appointment (preferable)
- Be conversant with and own a computer or device for managing email and calendar
- Strong written and verbal communications skills
- Suitable time to manage booking requests, coordination and confirmations
- Widely verse aviation knowledge and can apply safety procedures
- Transport available to attend Air Activities Centre on Squadron Flying Days and other times to support flying activities and operations
- Understanding of flight training stages for RPL and PPL course (preferred)
- Hold a CASA DAMP Awareness Certificate or DAMP Supervisor Certificate (preferred)

Application Details

- It is important to note to any applicant that this is a critical operations position for the Air Activities Centre and will require a strong commitment each week.
- Applications are to be in writing stating relative experience in the Air League and how the applicant would fit the position
- Applications must be received on/before **6th December 2020**.
- All applicants will be subject to final approval & interview by the Group Executive Commissioner and panel of Officers
- Mailing Address: Tim Larkin, 3/74-76 Worcester Dr, East Maitland, NSW, 2323
- Email: flying.nsw@airleague.com.au