

Regional Council Portfolio Lead – Learning and Development

Position Description

Position title	Portfolio Lead –Learning and Development
Location	Rotary South Pacific
Reports to	Regional Council Chair
Date	1 December 2025

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 achieve the following objectives:

1	2	3
Create attractive and diverse leadership and development opportunities	Provide greater consistency and continuity of strategy across the zone	Encourage collaboration and partnerships (Enable a single point of contact for external parties seeking partnerships)
4	5	6
Build a stronger, unified regional Rotary image and Brand	Improve efficiencies to reduce duplication and costs to members and to RI	Support clubs to provide relevant and engaging experiences that serve and connect our communities and enable us to grow

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.

Position objective

A key objective of the Regionalisation Pilot Project is to deliver Learning and Development (L&D) in a collaborative, consistent and efficient way across Zone 8, ensuring the quality of L&D remains high and that existing roles such as Club officers have a smooth roll out, while also expanding opportunities for learning, including the development of L&D for the Regional Council and associated roles.

The Regional Council Portfolio Lead for Learning and Development has the responsibility to:

- Lead the development of L&D and leadership formation pathways, platforms and content;
- Promote and monitor take-up and engagement in learning and leadership formation pathways, platforms and content;
- Support the provision of generic learning and development resources within Zone 8, including those from the RI Learning Center.

The Portfolio Lead must understand the diverse range of cultures and communities across the Zone to ensure Regional Council strategies and programs recognise and embrace differences, and enable customisation for specific needs, where applicable.

The Portfolio Lead will work with a Portfolio Committee to develop projects and programs for presentation to the Regional Council, and programs and L&D across the region.

The Portfolio lead will undertake monitoring to ensure Rotary leadership and development programs and strategies are consistent and aligned to the Regional Council's vision and RI's requirements.

The Portfolio Lead will ensure Rotary & Rotaract Clubs in Zone 8 are well educated and knowledgeable about the nature and range of objectives and programs for Learning and Development across the region.

The Portfolio Lead will also ensure that those managing Learning and Development across the Zone are engaged in the development of the Learning and Development programs and content.

Key Responsibilities

1. Work with the Learning and Development team and with Rotary and Rotaract communities to identify and develop opportunities for promoting learning and development in the Zone.
2. Liaise with the RI Learning and Development team to ensure Rotary International's (RI) learning and leadership formation pathways, platforms and content are utilised appropriately within Zone 8.
3. Build a collaborative Learning and Development team across Zone 8.
4. Promote Learning and Development programs and opportunities across Zone 8 providing guidance and input into:
 - a. PELDS
 - b. District Assembly L&D
5. Provide the Regional Council with accurate, reliable, and timely data in relation to the effectiveness and efficiency of the developed and delivered Learning and Development programs to enable Council members to make sound policy and financial decisions.
6. Manage and report on the financial aspects of Learning and Development, as agreed in a timely manner ensuring compliance and reporting requirements are completed on time as per Rotary International guidelines adhering to all agreed RI Policies.
7. Provide guidance and support to all operational and volunteer teams within Zone 8 on Learning and Development strategies and programs.
8. Collaborate with all Portfolio Leads acting as one in the best interests of the RC objectives in order to maximize all opportunities to promote and grow Rotary across Zone 8.
9. Optimise the use of technology for meetings, workshops, focus groups and similar activities

Person specification

A Rotarian or Rotaractor from a club in zone 8 in good standing, with high levels of ethics and integrity.

Be eligible for appointment as a Company Director under Australian Corporations law.

Experience:

At least two years' experience on Club or District L&D committee, or an RI International Assembly Learning facilitator, or experience such as Rotary Leadership Institute facilitator.

Expertise and experience or a relevant background to lead the development and implementation of plans and programs to promote and improve Leadership, Learning and Development across Zone 8.

Demonstrates extensive relationship skills and experience that will facilitate effective working

relationships with Rotarians, Rotaractors and external partners at all levels across the Zone.

Can identify key areas requiring change and recommend sustainable solutions.

Experience in reviewing programs and identifying new opportunities for broader engagement.

Understanding of the role of the Regional Council, and the relationship between the Regional Council and the Portfolio Lead's area of responsibility.

Skills

Excellent leadership skills.

Knowledge and practice of Adult Learning and Learning Facilitation.

Well-developed people skills, embracing collaboration and teamwork to build diverse and inclusive environments, value different perspectives, and leverage the strengths of a diverse group, and with the ability to manage conflict resolution.

Excellent communication skills, both written and oral.

Proven ability to plan, develop, implement, and evaluate strategic objectives including risk management and uncertainties.

Ability to achieve meaningful change and foster inclusivity and success.

Exhibits a positive and proactive attitude – is flexible and action focused.

Appreciation of the issues and challenges likely to be faced by Rotary across Zone 8, including the many cultural and linguistic communities in the Zone 8 Region

Qualifications

Relevant experience that clearly demonstrates the ability to engage, develop, and deliver strategies and programs for effective Learning and Development.