

Position Description

Executive Officer

Bushwalking Victoria is the peak body for bushwalking, advocating for and representing all bushwalkers and 60 affiliated bushwalking clubs around Victoria. Bushwalking Victoria is a not-for-profit incorporated association governed by an elected Board of Management.

Reporting to and working closely with the Board, the Executive Officer will manage the day-to-day operations of Bushwalking Victoria as well as support the implementation of the Strategic Plan to deliver on organisational goals. Key aspects of the position include engagement with and promotion of our affiliated clubs and bushwalking in general.

To be considered for this role you will have strong experience in an operational leadership role with the ability to manage limited resources and work effectively with volunteers.

The role requires an energetic and highly organised self-starter who copes well with multi-tasking, and is also able to build and motivate teams of committed volunteers. The Executive Officer must be prepared to roll up their sleeves and work hands-on as required.

Experience working closely with a volunteer Board would be looked upon favourably. A background in bushwalking is highly desirable - you must be committed to Bushwalking Victoria's mission of promoting and supporting bushwalking and inspiring more people to walk in natural areas.

Key Responsibilities:

- In consultation with the Board, develop and deliver Bushwalking Victoria's operational plan
- Coordinate activities according to good organisational management practices
- Establish effective teams of keen, contributing volunteers
- Drive the promotion of bushwalking to ensure community engagement, support and increasing participation

Key Priorities:

- Operational plan - in consultation with the Board, review and update the operational plan and deliver according to the priorities
- Community engagement – build reach and engagement through social media, website and events
- Club communications – improve communications with clubs through website, social media and other channels
- Club development and support – develop and deliver resources to support club operations and promotional activities
- Membership - build the membership base (seek new clubs, grow individual supporters)

Selection Criteria:

In addition to demonstrating relevant experience across the areas of responsibility identified, candidates will require a range of personal and professional skills, including:

- Organisational and project management experience
- Ability to work effectively with a Board to create and implement operational strategies
- Demonstrated experience managing multiple issues and tasks within a resource-limited environment
- Leadership experience with the proven ability to inspire others
- Excellent communication skills, including written, oral and public speaking skills

- Ability to build professional relationships with diverse groups
- Up to date and significant computer literacy skills
- Ability to work autonomously under pressure, to prioritise workloads and meet deadlines
- An understanding of and commitment to bushwalking
- Good first-hand knowledge of committee led organisations

Personal Attributes

- Leadership: committed and consultative
- Diplomacy: able to amicably work toward effective solutions
- Communication: responsive, able to build positive relationships
- Management: administrative & governance skills, organised, and disciplined
- Ethics: professional, open and accountable

Residency and Immigration

Candidates must be an Australian Citizen / Permanent Resident or have unlimited working rights within Australia to be considered for this position.

Hours of Work

This is a part time position (circa 0.4) with flexible working hours. Given the unique nature of the industry, working outside of office hours may be required from time to time to attend meetings and events.

Location and Travel

Bushwalking Victoria does not have a permanent office however space is utilised as needed at Outdoors Victoria's Outdoor Activity Hub, Westerfolds Park, Templestowe. The Executive Officer will ideally be Melbourne based, but is expected to work from home. Some travel may be required from time to time to attend scheduled meetings and events.

Remuneration

An attractive market competitive remuneration package will be available to the successful candidate, negotiable depending upon skill level and experience. Candidates are invited to discuss their salary expectations prior to applying.

Timing

The successful candidate would be expected to commence duties as soon as possible, mindful of notice periods and availability.

More Information

For more information about Bushwalking Victoria visit: <https://bushwalkingvictoria.org.au/>

Facebook: <https://www.facebook.com/bushwalkingvictoria/>

Enquiries should be directed to secretary@bushwalkingvictoria.org.au or phone 9846 1132

Applications Close on: 26 June 2022

and should be emailed to secretary@bushwalkingvictoria.org.au