

Position Title: Climbing Development Officer  
Reports to: CEO  
Usual hours: Part Time (0.4 EFT)  
12-month contract, negotiable hours and location  
Commences: February 2020 (Applications close 9am Tuesday 4 February)  
Summary: Develop and implement the consultation process scoping the need and possible structure of a Victorian Climbing Peak Body

### About Outdoors Victoria and Sport Climbing Victoria

Outdoors Victoria (OV) is Victoria's Peak body for the outdoors sector, supporting and advocating for outdoor learning and education, active outdoor recreation, nature based tourism, and bush adventure therapy. We help foster a thriving outdoors community through a range of policy and practical initiatives.

Supported by an experienced, skills-based Board, specialist advisory committees, and a growing representative membership, we focus on the following activities:

- ✓ **Community:** convening events that allow outdoor professionals and participants to come together, and supporting our community through professional development and other programs;
- ✓ **Advocacy:** contributing to government policy processes; encouraging collaboration within the sector; and maintaining effective strategic relationships and alliances with relevant organisations;
- ✓ **Communication:** promoting and publicising the benefits of outdoor activities, and ensuring members and subscribers are well-informed about sector issues and initiatives;
- ✓ **Resources:** identifying and developing research projects, tools and standards that benefit the outdoor community, such as OYPRA and UPLOADS and being the Secretariat for the first-ever Australian Adventure Activity Standard and Good Practice Guides.

We receive significant funding from Victorian government agencies, as well as our own members and through specific events. Our office is next to the Yarra, in the Outdoor Activity Hub at Westerfolds Park, Templestowe.

Sport Climbing Victoria (SCV) is the state sporting association for climbing in Victoria working to inspire excellence in the sport and recreation of climbing from grassroots participation through to elite performance.

SCV pursues its mission and vision for climbing in Victoria through:

- ✓ **Events:** Organising events that allow outdoor professionals and participants to come together, and supporting our community through professional development and other programs;
- ✓ **Resources:** developing resources which are essential for high performing industry including human resources, knowledge creation and dissemination;
- ✓ **Advocacy:** playing a leadership role in shaping government policy and processes which effect climbers and encouraging collaboration within the climbing industry in Victoria;

### Position Scope

The Climbing Development Officer, is responsible for developing and implementing a climbing governance reform project in Victoria as well as supporting existing climbing governance organisations. The project involves support for volunteering /community groups; facilitating community consultations and stakeholder engagement and planning and execution of events. Additional support for Sport Climbing Victoria will involve planning and execution of competition events, administrative support for the board of directors and supporting fundraising activities which will comprise of half of the funded role.

This 12-month role will focus on:

- ✓ Review and revision of a **project plan** as informed by key stakeholders
- ✓ The **implementation and evaluation** of the initial governance reform project
- ✓ **Other duties** that arise to support the delivery of the program and work of Outdoors Victoria and Sport Climbing Victoria (SCV)
- ✓ The Project Co-ordinator is expected to operate with a **high degree of autonomy and responsibility**, as part of a tight knit team of five staff at Outdoors Victoria, and SCV, and with reference to a Founding Council established for the program.

### Primary Responsibilities

Specifically, the position is required to:

- ✓ To convene, support and take guidance from the Founding Council in developing the program and **report to OV and SCV** organisations.
- ✓ Develop a **project implementation plan** to ensure the project is delivered in line with key contract KPIs
- ✓ Oversee the development of resources to support the project
- ✓ Develop **relationships and collaborate with key stakeholders** including climbing and outdoor activity clubs, several Local Governments, a State Government Department and Agency, several non-government organisations and Traditional Owners groups.
- ✓ Volunteer recruitment and management.
- ✓ **Plan and manage** events which support project and organisational objectives
- ✓ Support **fundraising** efforts
- ✓ Perform administrative tasks that support the operation of Outdoors Victoria and Sport Climbing Victoria

### Key Skills and Attributes

- ✓ **Project management skills**, and a good understanding of the requirements for successful pilot projects
- ✓ A high degree of **organisation, communication skills and competency** in organising events
- ✓ Attention to detail including the ability to **write publicity materials, reports** and other documents to a publishable standard
- ✓ Ability to operate **independently**, with a minimum of day-to-day oversight, including a proactive approach to solving issues and identifying opportunities as they arise
- ✓ Previous experience working in the adult education sector or **community organisations and/or working with governments**
- ✓ An **understanding of the climbing organisations involved** in Victoria
- ✓ A **positive and enthusiastic** approach to OV's and SCV's mission and vision
- ✓ Familiarity with **online communication and management platforms**, such as **WordPress, Facebook, Gsuite Eventbrite**

For enquiries please contact Andrew Knight, CEO Outdoors Victoria

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