

Position Title: Outdoor Education Officer  
Reports to: CEO  
Usual hours: Part Time (2-4 days/week, negotiable)  
Temporary (6- to 12-month contract, negotiable)  
Commences: 1 August 2016  
Summary: Support Victoria's community of outdoor educators

### About Outdoors Victoria

Outdoors Victoria (OV) is Victoria's leading voice for the outdoors community, including recreation, education, tourism and 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 the public are well-informed about sector issues and initiatives;
- **Resources:** identifying and developing research projects, tools and standards that benefit the outdoor community, such as Victoria's adventure activity standards.

We receive significant funding from Victorian government agencies, as well as our own members and through specific events, products and services. Our office is in Westerfolds Park in Templestowe, on the banks of the Yarra River.

### Position Scope

The Outdoor Education Officer is responsible for coordinating a range of support services to outdoor educators, including curriculum resources, professional development events, and advocacy on behalf of outdoor education in Victoria. This role will also support OV's Education Committee and our Safety Guidelines expert advisory group. Initially, this temporary 12-month role will focus on:

- Review of the DET Safety Guidelines for Education Outdoors
- Development of professional development materials for outdoor education teachers
- Preparation of the 2017 Outdoors Victoria Conference.

The Outdoor Education Officer is expected to operate with a high degree of autonomy and responsibility, as part of a small team of three staff currently. The position requires outstanding writing ability, a proactive and entrepreneurial spirit, and a good understanding of the needs and operating context of outdoor educators.

As OV is a small organisation, the Outdoor Education Officer may also be called upon to perform other duties related generally to policy, research and administration of OV and our projects.

## Primary Responsibilities

The Outdoor Education Officer is responsible for supporting Victoria's community of outdoor educators.

Specifically the position is required to:

- Develop resources that are useful for outdoor educators (including specialist outdoor education teachers, as well as teachers in other subjects who wish to utilise outdoor environments and methodologies);
- Coordinate the establishment and delivery of a professional development series for outdoor educators, including OV's annual outdoor education conference;
- Provide secretariat support to OV's education committee and OV's Safety Guidelines advisory committee;
- Develop advice on outdoor education matters to the Department of Education and other government agencies, political parties, and other stakeholders;
- Grow OV's community of schools and teachers who actively support outdoor education, and identify and seek opportunities to generate funding for OV's work in this area;
- Develop and deliver communication materials relevant to outdoor education through OV's newsletter, website, social media, external media and other channels; and
- Perform other duties as reasonably requested by the CEO, including research, writing, administration and similar tasks.

## Key Skills and Attributes

- Outstanding writing skills;
- In depth understanding of the needs and operating context of outdoor educators in Victoria, ideally through direct experience as teacher in outdoor education or a related field;
- Ability to operate independently, with a minimum of day-to-day oversight, including a proactive approach to solving issues and spotting opportunities as they arise;
- A high degree of organisation, and competency in organising events;
- A positive and enthusiastic approach to OV's mission of ensuring a strong and vibrant outdoors community in Victoria;
- Familiarity with online communication and community management platforms, including WordPress, Facebook, Eventbrite, and Salesforce
- Knowledge of outdoor risk and safety issues.