

Position Title: Chief Executive Officer
Reports to: OV Board
Usual hours: Full Time (4 or 5 days/week, negotiable)
Permanent (3 year contract)
Commences: 1 October 2016
Summary: Lead Outdoors Victoria; oversee its activities and operations

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 Chief Executive Officer has responsibility for the overall development and management of the operation of OV and for supporting and promoting strategic development and growth. The position works closely with, and is accountable to, the OV Board and is responsible for building and maintaining strong partnerships with members, funders, external partners and other stakeholders.

The CEO role is responsible for ensuring that OV's strategic plan and agreed annual plans are delivered, and for pursuing new opportunities to improve Victoria's outdoors community. This includes fundraising, advocacy with government and other decision-makers, oversight and management of staff and projects, and delivery of events, services and other activities that benefit the outdoors community.

Primary Responsibilities

The Chief Executive Officer is the principal officer, leading and managing the operations of OV to provide services to members and key stakeholders in accordance with the strategic intent, statutory requirements and membership agreements.

Specifically, the position is required to:

- Drive the promotion of the outdoors community to ensure engagement and support
- Ensure effective partnerships are established through genuine consultation and collaboration

- Initiate, develop and implement sound business practices, supported by sustainable financial practices for the long term benefit of the community
- Build the membership base of OV through marketing, consultation and delivery of service
- Manage the organisation, including business and financial planning and reporting

Required Skills and Experience

- Demonstrated leadership experience to inspire teams and the wider community of leaders that are important to OV
- Demonstrated record in working effectively with a Board of Management at senior management or CEO level
- Demonstrated senior management experience within a complex operating environment
- Experience in developing multi-year strategic, financial and business plans including demonstrated ability to attract, manage and acquit government and non-government funds
- Demonstrated capacity to build and grow organisations within a complex environment
- Demonstrated ability to build professional relationships with diverse groups, including government, sector organisations and peak bodies, media, practitioners and volunteers
- Demonstrated experience managing multiple complex projects and programs within a resource limited environment
- Demonstrated understanding of and commitment to the outdoor education and outdoor recreation sector
- Demonstrated advanced computer skills with appropriate use of technology