

TASMANIAN TRAIL ASSOCIATION INC.

VOLUNTEER ROLE STATEMENT

TITLE: Executive Officer, Tasmanian Trail

FUNCTION:

To promote, organise and continue to develop the Tasmanian Trail as a multiple-use, long distance recreational trail from Devonport to Dover, with the aim of maintaining it as a continuous route available for public use.

PRIMARY TASKS:

Oversee the coordination, promotion and management of the Tasmanian Trail Association collaboratively with a team of volunteers.

Consult with relevant government agencies, corporate and community groups, landowners and individuals. Liaise with the Association's volunteer Land Services Manager to develop and update private landholder agreements.

- Liaise with the Association's volunteer Area Coordinators to manage sections of the Trail, and provide support and advice as appropriate.
 - Liaise with the relevant Association volunteers (Webmaster, Interpretation Officer and Membership/Guidebook Secretary) to promote the Trail through various mediums.
 - Identify and progress revenue raising opportunities with the Association's volunteer Fundraising Coordinator.
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KNOWLEDGE, SKILLS AND SELECTION CRITERIA:

- 1) Sound knowledge and experience in volunteer management and/or recreational planning and/or land management
- 2) Strong verbal and written communication skills, along with a demonstrated ability to confidently communicate at all levels.
- 3) Strong leadership skills with the demonstrated ability to successfully manage a team of volunteers or staff.
- 4) Proven knowledge and experience in promotion, fundraising and/or development of key stakeholder relationships

Highly Desirable

1. Understanding of the financial requirements for a not-for-profit organisation.
 2. A sound knowledge of Tasmania's natural and cultural resources
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ESSENTIAL QUALIFICATIONS:

Current driving licence

DESIRABLE QUALIFICATIONS:

Degree or diploma in a related discipline

VOLUNTEER CONTRIBUTION:

- 1) Contributing to development, management and interpretation of the Tasmanian Trail.
 - 2) Supporting the day to day management of the project so that its components are completed on time and within budget.
 - 3) Preparing, producing and editing reports or plans to a professional standard.
 - 4) Directing and supervising personnel and contractors as required.
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DIRECTION/SUPERVISION RECEIVED:

The volunteer will receive support and direction from the Management Committee that meets approximately four times per annum. A high level of independence and initiative will be valued. The volunteer will operate in an environment in which policies and legislation apply.

WORK ENVIRONMENT:

This voluntary role is approximately one – two days per week. Some field work and intrastate travel will be needed therefore a car license is essential. Allowances will be in accordance with the Association’s policy “Reimbursement of Costs to Volunteers”.

The Tasmanian Trail is a long distance multi-use recreational trail. The Tasmanian Trail Association committee comprises representatives of user groups, landowners and community groups. The occupant will work to this committee providing the services detailed in the ‘Primary Tasks’.

OCCUPATIONAL HEALTH AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY

The Tasmanian Trail Association Inc. is committed to high standards of performance in respect to occupational health and safety and equal opportunity. All officers, members and employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

To apply for this role, please forward a cover letter addressing the Selection Criteria, a current resume and a minimum of two (2) professional referee contacts addressed to the Vice President, Tasmanian Trail Association Inc., 412 Pass Road, Cambridge 7170

Approved _____ Date _____
President