

POSITION DESCRIPTION

Title:	Participation Officer
Reports to:	Chief Operating Officer
Direct Reports:	Nil
Core Business Unit:	Engagement
Location:	Darwin (1) and Alice Springs (1), NT
Status:	Part Time
Term:	Appointment to June 2021, with extension subject to funding.
Date Prepared:	June 2019



1. MOUNTAIN BIKE AUSTRALIA OVERVIEW

Mountain Bike Australia is a not for profit organisation governed by a Board of Directors and managed by employed professional staff. Mountain Bike Australia is the peak national sporting organisation responsible for the governance, development, promotion and administration of mountain biking throughout Australia. Mountain Bike Australia provides the framework and support to over 16,000 members and over 180 clubs to participate in and enjoy mountain biking. Our sport continues to grow, especially as a recreational activity that can be enjoyed by all.

Mountain Bike Australia Mission Statement

To develop and promote mountain biking in Australia for the benefit and enjoyment of all.

Mountain Bike Australia Core Values

All MTBA staff are expected to follow and embrace the below core values at all times when representing and working on behalf of MTBA.

At MTBA we demonstrate the value of Accountability by ...

Working ethically and honestly; taking ownership for our actions, behaviours and tasks; owning our successes and striving for continuous improvement, through ongoing reflection and feedback.

At MTBA we demonstrate the value of Cooperation by ...

Working collectively as a team to achieve common goals; by valuing everyone's contributions, commitments and timeframes in a respectful manner; and developing and maintaining positive connections.

At MTBA we demonstrate the value of Inclusion by ...

Embracing and fostering everyone's diversity; valuing every team member and recognising their rights and beliefs, and maintaining a workplace of unconditional positive regard where there are no barriers.

At MTBA we demonstrate the value of Leadership by ...

Working to support and inspire others to achieve and develop capacity by providing direction and mentoring.

At MTBA we demonstrate the value of Responsibility by ...

Working autonomously, owning outcomes and achievements and striving to always deliver the highest standards possible.

Working compliantly within law and regulations, acting professionally and speaking up without compromise.

At MTBA we demonstrate the value of Transparency by...

Behaving, communicating and performing openly, honestly and authentically in an arena of mutual trust and respect.

2. PURPOSE OF THE ROLE

To purpose of the Participation Officer position is to develop, coordinate and implement key programs that promote increased membership and participation in mountain biking in the Northern Territory and support

clubs to build capacity. This position will work closely with affiliated clubs and local councils to increase participation.

3. KEY RESPONSIBILITIES

Accountabilities	Overview of Tasks
Program Management	<ul style="list-style-type: none"> • Provide and coordinate training, assistance and support to MTBA Northern Territory affiliated clubs, members, local councils to ensure the effective implementation of participation programs and capacity building initiatives. • Oversee timely communication to affiliated clubs and stakeholders regarding participation programs and capacity building initiatives. • Responsible for the coordination and/or delivery of participation programs and capacity building initiatives including, but not limited to: <ul style="list-style-type: none"> ○ Come 'n' Try activities ○ Skills clinics to target groups ○ Level 0 skill instructor training ○ Commissaire training ○ Trail maintenance and development workshops
Stakeholder Engagement	<ul style="list-style-type: none"> • Assist to establish and administer a NT Mountain Bike Advisory Committee. • Assist to develop a Mountain Bike Strategic Plan for the Northern Territory. • Liaise with stakeholders and represent Mountain Bike Australia in the Northern Territory.
Administration Management	<ul style="list-style-type: none"> • Development of a yearly operational plan. • Administration of the various participation programs and capacity building initiatives. • Generation of reports regarding deliverables and achievement of key result areas. • Creation and distribution of promotional material and various resources and manuals to support participation programs and capacity building initiatives. • Attend all Mountain Bike Australia training workshops as directed by the Chief Operating Officer and Chief Executive Officer. • Provide regular stories and articles for Mountain Bike Australia member and stakeholder communications.
General	<ul style="list-style-type: none"> • Develop and maintain positive working relationships and partnerships with key personnel throughout the Territory. • Abide by, promote and actively enforce Mountain Bike Australia policies. • Actively participate and be part of the Mountain Bike Australia team, where applicable. • Any other duties as requested by the Chief Operating Officer or Chief Executive Officer.

4. SELECTION CRITERIA

Candidates for the position of Participation Officer will require a range of personal and professional skills including:

Qualifications and experience

- Relevant tertiary qualifications (desirable)
- Experience in the sport/ not for profit industry
- Current MTBA Level 0 skill instructor train the trainer experience (desirable)
- Current MTBA Level 0 skill instructor qualification (minimum)
- Current First Aid certificate
- Demonstrated ability to set priorities, plan work programs, meet deadlines and manage time effectively.
- Current drivers license and reliable vehicle.

Knowledge and skills

- Thorough understanding of the sporting culture and not for profit organisation, including working with a volunteer workforce.
- A high level of computer expertise covering word processing, presentation software, database skills and Microsoft Office.
- Proven public speaking and presentation skills.
- Understanding of the operations and structure of Associations/Clubs.
- Demonstrated experience in administration management.
- High level of interpersonal and communication skills.
- Ability to set priorities, plan participation programs, meet deadlines and manage time effectively.
- Experience in working independently and as an integral part of a team.
- Knowledge of the barriers to participation in sport and physical activity experienced by various groups within the community.
- Clear, professional and excellent verbal and written communication skills.

Personal attributes

- Professional and proactive attitude.
- Passionate and prepared to give 100% to achieving key results areas and outcomes
- Commitment to Mountain Bike Australia values.
- Ability to work autonomously and with minimal supervision.
- Prepared to travel, as required, and acknowledge that flexible work hours may be required on various occasions.

5. KEY PERFORMANCE INDICATORS

- Ability to work with people across all levels of the sport in a collaborative manner.
- Quality planning, reporting and timeliness of delivery across all areas.
- Ability to meet deadlines for specific projects and other tasks in a challenging work environment.
- Effective communication with all staff in particular, the Chief Operating Officer.
- Ability to follow direction from management.
- Accurate management of records, information and databases

In accordance with current legislation, candidates will be required to provide a Working With Children Number for verification by Mountain Bike Australia prior to employment. Selection of the successful candidate will be based upon the results of child protection screening and relevant reference checks.

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