

POSITION DESCRIPTION

Position title: Executive Support (independent contractor)

Reports to: Active Geelong Executive Committee

FTE: 20 hours per week, flexible

Active Geelong Vision

The Geelong region to be recognised as one of Australia's leaders in active and healthy communities.

Purpose:

This position will play a vital role in the execution of Active Geelong's mission to inspire community participation in a growing number of accessible, enjoyable physical activity opportunities.

The role will be responsible for driving and delivering/leading the implementation of the strategic direction of Active Geelong. This will include the implementation of key campaigns, stakeholder engagement and day-to-day administration.

Actively engage with businesses, health professionals, sporting groups, other organisations and the general community to deliver the Active Geelong objectives.

Reporting to the Active Geelong Executive Committee, the role will be pivotal in bringing Active Geelong to life and driving the engagement with the Geelong community.

Key relationships:

Internal:

- Board of Directors
- Executive Committee
- Sub-committees
- Ambassadors

External:

- Makers, Partners, Supporters, Champions & Endorsers
- Business community
- Health professionals
- Key stakeholders
- Suppliers
- Employees of partner organisations
- Community groups
- Broader community

Principal Accountabilities:

The principal accountabilities are:

Stakeholder Engagement

- Build and nurture relationships with Makers, Partners, Supporters, Champions & Endorsers
- Support and empower Advocacy Sub-Committee members to advocate on behalf of Active Geelong
- Explore and advance potential stakeholder relations and opportunities
- Support the delivery of engagement activity with health professionals
- Coordinate bi-monthly Advocacy sub-committee meetings

Strategy

Work towards the achievement of Geelong becoming Australia's most active region through:

- Lead the development of the annual plan of work
- Guide board on strategic decision making
- Drive strategic projects that progress towards achievement of key results
- Provide monthly reporting to board on progress towards goals
- Keep up to date with trends in the physical activity space
- Use data and insights to guide decision making

Communications

- Oversight and approval of all day-to-day communications (key documents require Board approval)
- Draft articles, provide input and guide execution of monthly "Moveletter", newsletter communication and "Movement Movement Mag" for Active Geelong community
- Guide and advise on content for social media
- Guide and drive the development of resources and support information for stakeholders and website
- Manage delivery of effective and engaging digital platform – website content and updates
- Handle media enquiries and develop media releases as required.

Administration

- Project management of all Active Geelong activity
- Manage relationships with key suppliers. Guide and advise on requirements, write briefs
- Regularly check and respond to emails and other queries that come through
- Book and manage all meetings for Board and Advocacy sub-committee
- Manage all logins for online platforms, etc.

Other

- Other duties as required

It is not the intention of this position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position.

The accountabilities described within may be altered in accordance with the changing requirements of the role.

Job Competencies:

- Stakeholder engagement
- Strategic thinking
- Public engagement
- Highly motivated self-starter
- Relationship management
- Decision making
- Teamwork and collaboration
- Communication

Skills, experience and qualifications:

Mandatory qualification/s

- Current drivers licence and vehicle

Highly desirable

- Tertiary qualifications in health promotion, exercise physiology, education or communications
- Experience in working in health promotion or similar field
- Experience in stakeholder engagement and project management

Our Values

- Team connection
- Enjoyment
- Wellbeing
- Efficacy

Notes to the role

- As this is an independent contractor position the incumbent will be expected to cover their own costs and appropriate insurances.
- Flexible work arrangements to be negotiated in final contract (i.e. some weekdays during office hours will be required to deliver Active Geelong outcomes).

For more information, or to apply, submit a cover letter and resume to movers@activegeelong.org.au by **Tuesday 15 June 2021**.