

Position Description – Project Coordinator

Position title	Project Coordinator
Date	10 May 2016
Prepared by	Orienteering Victoria
Incumbent	Vacant
Reports to	Orienteering Victoria Board, via nominated Board member
Board approval	

The organisation

Orienteering Victoria is the governing body for orienteering in Victoria and actively supports the many forms of this popular sport enjoyed in a wide variety of locations across the State. It is an incorporated association with a broad membership base and affiliated clubs – seven based in metropolitan Melbourne and four based in regional Victoria. The Association's funds come from memberships, event entry fees and government grants for specific projects.

Position summary

Orienteering Victoria wishes to employ a part-time Projects Coordinator, who will manage the Supporting Victorian Sport and Recreation funded initiatives and the Australian Sports Commission Participation funded initiatives. Managing these initiatives includes their development, implementation, recording and reporting.

Orienteering Victoria has received funding for this position for 3 years, with a view to increasing participation in the sport. The position will be offered on a flexible part-time basis, and the Board may consider offering aspects of the work to more than one applicant. It is expected that the successful applicant(s) will mainly work from their own office, but office accommodation can be provided at our office at Recreation House in Westerfolds Park, Templestowe.

Context

The sport of orienteering began in Australia about forty years ago, and underwent rapid expansion and also became better organised and more competitive. In recent years, the sport has diversified from the original concept of a navigation race on foot in forested terrain, to include urban orienteering (street and park orienteering) and mountain bike orienteering. Bush orienteering has diversified into different disciplines – sprint, middle distance and long distance.

The newer forms of orienteering – urban and bike orienteering – are still in a growth phase, with potential for substantial gains in participation through better promotion. There is a network of other similar positions in Orienteering Australia and affiliated states, and this position would have access to draw upon that knowledge.

Funded Initiatives

1. Workforce Development - to improve the effective management and development of the sport
 - a) Employ a Project Coordinator (this position), who will manage funded initiatives, their development, implementation, recording and reporting. [SVSR grant]
 - b) Employ/Extend Junior Transition Officer(s) (JTO) to continue the very successful pilot program (2015 SRV Transition funding), of transitioning primary students from school-based orienteering into mainstream orienteering and club membership. To extend this initiative to secondary students from school-based orienteering into mainstream orienteering and club membership. To record, monitor and report data to Project Coordinator [SVSR grant]
2. Product Development - to Increase participation
 - a) Implement 'Urban Orienteering' in Victoria's 2 largest provincial centers of Bendigo and Ballarat. The 'Series of events' would be based on the successful Melbourne Model – which involves high levels of participation. [OA grant]
 - b) Introduce a new competition for school students "Inter School Urban Orienteering Championships". This will utilise the growing number of sprint standard orienteering maps available. It will augment the existing primary and secondary schools orienteering championships. Included in the 2015 Australian Schools Orienteering Championships (ASOC) was the first ever Urban Championships. This now falls in-line with the new International World Championship of Urban Orienteering [SVSR grant]
3. High Performance Pathways - to provide structured and well-resourced pathways from grassroots to elite performance
 - a) Build on highly successful 'Coach-in-Residence' scheme, which has been piloted-in 2014-15. The scheme offers successful international orienteers the opportunity to work and coach in Victoria for up to 6 months. To support coaches in orienteering clubs, through the provision of training courses, training days, camps and forums to discuss ideas. [SVSR grant]
 - b) Transition school-aged Mountain bike orienteering riders, especially targeting female riders, to mainstream Mountain Bike Orienteering by providing training days and camps. [OA grant]
4. Club Capacity Building - to provide Club members with skills training courses, which assist in the development of well-run Clubs.
 - a) Ensure that courses are provided regularly including Eventor Management, Mapping, Course Setting, Event Management, First Aid, Coaching Accreditation (Level 1), Controlling Accreditation (Level 1,2 3) [SVSR grant]
5. Systems Improvements - to develop the use of and increased ability of IT for the improved management and promotion of the sport of orienteering.

- a) Use grant to cover contributions for upgrades to 'Eventor' (Entry, registration and membership management system. Includes the need to refine and centralise data collection for all event types. [SVSR grant]
- b) Improve OV's online marketing, website and communications to reach and grow our membership. [SVSR grant]

6. Building equitable sector initiatives - to develop sustainable and inclusive opportunities for targeted under-represented groups.

- a) Work with AAA (disadvantaged) vision impaired people, through a partnership with Blind Sports, to provide increased opportunity for increasing walking exercise opportunities by participating in our Urban Orienteering events. [SVSR grant]
- b) Target school aged female students to address the imbalance existing in participants and memberships. By researching the reasons for low female participation and drawing up and implementing programs to provide the solutions. [SVSR grant]

Role

- Work with the OV Board to develop, review and manage the high level annual program workplan. This includes objectives, high level approach, timeframe, metrics and budget.
- Seek direction from OV Board on priorities and approach.
- Source and supervise resources to work on funded initiatives, including Junior Transition Officers and Coaches in Residence
- Option to work on some initiatives personally if required
- Manage budget for funded initiatives
- Manage metrics and reporting for funded initiatives
- Provide regular reporting to the OV Board, SVSR and Orienteering Australia. Attend Board and Council meetings if required.
- Communicate with members as appropriate via the Orienteering Victoria website, weekly ONews, email bulletin and social media channels.
- Work with event organisers and other key officials of Orienteering Victoria and its clubs as necessary

Qualifications and experience

- Strong oral and written communication skills, including a preparedness and ability to listen.
- Good interpersonal skills, with empathy and an ability to collaborate and negotiate with a wide variety of people involved in orienteering.
- Proficient with internet communications, Facebook and mobile devices.
- Current or recent knowledge of and enthusiasm for the sport of orienteering, or a commitment to acquire these on the job.

- Well developed skills in using relevant computer software including Microsoft Office (Word and Excel).
- Ability to attend selected orienteering events in Melbourne and in forested areas within an hour and a half of Melbourne. Many are not accessible by public transport.

Terms and conditions

The Board is prepared to consider flexible working and remuneration arrangements. The appointment will be for 12 months in the first instance, with a review of the needs and requirements of OV after that time.

Orienteering Victoria will pay up to \$8,000 p.a. including WorkCover premium, superannuation contributions, out of pocket expenses and travel for the Project Coordinator responsibilities. The option of additional project implementation activities could increase this.

It is expected that the time commitment would need to be around 8 hours per week. Part of the skill of this work will be collaborating with volunteers. Empowerment and linking will be an important part of the position.

Further information can be obtained by contacting the Orienteering Victoria office. Applications are invited immediately.

Applications should include a current copy of your resume and a covering letter, and should be emailed to Orienteering Victoria at secretary@vicorienteering.asn.au and brucearthur1@bigpond.com.