



## GENERAL INFORMATION

<b>Position</b>	Trails Project Officer
<b>Supervisor</b>	Executive Officer
<b>Approval</b>	Executive Officer

## PURPOSE OF POSITION

To provide support to the Trails Advisory Group, Trails Forum, and related trails and outdoor committees of Recreation SA to deliver projects in the SA Recreational Trails Master Plan, increase the organisation profile within the Trails sector, and support trails sector members and stakeholders.

## INTERACTION WITH OTHERS

**People Supervised:** NIL

**Key Relationships:** Recreation SA Executive Officer, Trails Advisory Group members (Canoe SA, Walking SA, Bike SA, Horse SA, Scuba SA), Recreation SA staff and members, State and Local Government agencies (e.g. ORS, DEWNR, DPTI, Forestry SA, SA Tourism), Outdoor industry stakeholders

## KEY RESPONSIBILITIES

<b>Administration Support</b>	<p>Manage the functioning and administration of the following committees and sub committees:</p> <ul style="list-style-type: none"><li>• Trails Advisory group</li><li>• Trails Forum</li><li>• Outdoor Committee, and any other sub-committee in the trails/outdoor sector</li></ul> <p>Including agenda and minute distribution, service outcomes arising from the committees and develop policy and protocols for each committee.</p>
<b>Project Development</b>	<p>Coordinate and manage the following projects arising from the SA Recreational Trails Master Plan in conjunction with the Executive Officer and relevant industry stakeholders.</p> <ul style="list-style-type: none"><li>• Undertake a review of Acts and Regulation which affect access to trails</li><li>• Develop Trail Classification and Grading Systems</li><li>• Develop state wide guidance related to the provision of trails information</li><li>• Review current trail construction guidelines and update these.</li><li>• In collaboration with Forestry SA, review the interface between recreational trails and operational forestry.</li></ul>
<b>Manage other projects</b>	<p>Assist the Executive Officer to manage other projects in the trails and outdoor sectors, such as</p> <ul style="list-style-type: none"><li>• Personal Accident insurance for adventure activities</li></ul>

- Information events and networking sessions
- Complete the redevelopment of the new [www.southaustraliantrails.com](http://www.southaustraliantrails.com) website, and the launch and marketing of the website
- Develop and manage social media related to the trails and outdoor industry
- Update and manage the [www.southaustraliantrails.com](http://www.southaustraliantrails.com) website

**Member support**

Develop membership and respond to member requests.

Ensure that the current and future plans of the trails and outdoor sector, i.e. Australian Adventure Activity Standards and DECD guidelines, are considered as part of the SA Recreational Trails Master Plan priority outcomes.

**Manage Website and social media**

In conjunction with other staff manage the trails website [www.southaustraliantrails.com](http://www.southaustraliantrails.com) and associated social media.

Help to develop and manage a launch of the new website and maintain marketing initiatives to support its ongoing use and importance to the trails sector.

**Provide and training and education**

Assist the Executive Officer to provide training and education from the industry to meet the outcomes arising from trails and outdoor sector priorities.

**QUALIFICATIONS & EXPERIENCE**

- Demonstrated experience in or with a similar not for profit organization
- Demonstrated experience in the trails and outdoor industry
- Demonstrated experience working with State and Local Government agencies would be advantageous.
- Experience working with volunteer committees and organizations.
- Tertiary qualifications in a relevant field

**PERSONAL ATTRIBUTES**

- Excellent communication and interpersonal skills
- Excellent planning, organisational and time management skills with demonstrated ability to meet deadlines
- Able to build and maintain relationships based on trust and respect
- Excellent knowledge of the trails and outdoor industry in South Australia
- Experience with social media and websites
- Flexible, adaptable and able to work under pressure
- Excellent administration skills and effective use of the Microsoft Office suite of products.
- Able to think ahead and anticipate what is needed to achieve positive outcomes

**OTHER REQUIREMENTS**

- Performance measured and recognised on the delivery of the agreed goals
- Out of hours work may be required in order to meet the requirements of position
- Intrastate/interstate travel may be required