



Employment opportunity: Project and Industry Development Officer Queensland Outdoor Recreation Federation, Brisbane, Qld

Expressions of Interest are invited for a full time Project and Development Officer with the Queensland Outdoor Recreation Federation (QORF). QORF are looking for a person with outdoor industry knowledge and a passion to learn to join their work team. The successful applicant will undertake duties including industry development, membership services and project management and will need to be able to perform a range of administrative functions (e.g. meeting minutes, correspondence, respond to industry, government and community enquiries) essential to the conduct of this not-for-profit organisation. Where appropriate, the applicant will also conduct research or facilitate training/professional development workshops on behalf of the Federation.

QORF's role is to represent and lobby on behalf of all those that participate in and/or conduct outdoor activities in Queensland (i.e. independent outdoor recreation participants, clubs, commercial operators, educators, instructors as well as on behalf of Outdoor Centres, schools, service providers etc). It does this by acting as a conduit between government and industry, advocating for land and water access, promoting quality standards, and by delivering information to enhance outdoor recreation delivery and service.

Ideally, the applicant should have qualifications in outdoor recreation/outdoor education, leisure management or natural resource management and have relevant experience in the delivery of, or management of, outdoor activities. Importantly the applicant will also be an effective communicator (written and oral), have good attention to detail, be willing to take on diverse roles and be able to work independently on set tasks.

Starting salary package will be \$45 000 (plus an employer paid superannuation contribution of 9%).

For further information please contact Tracy Barkham on (07) 3369 9455. Selection Criteria are available overleaf. Written applications should address the Selection Criteria and include a resume and referees. Forward your Expressions of Interest to: Queensland Outdoor Recreation Federation, Sports House, 150 Caxton Street, MILTON 4064 or info@qorf.org.au (Subject: Expression of Interest)

Expressions of Interest close Tuesday 30th June 2009

SELECTION CRITERIA

Essential (Applicants should address all of these criteria)

1. Demonstrated sound knowledge of the outdoor recreation industry including issues and stakeholders
2. Possession of the interpersonal skills and experience necessary to facilitate successful working relationships with a wide range of individuals in a wide range of settings
3. Demonstrated high order oral and written communication skills including the ability to negotiate with senior staff from State and Local Government agencies and key non-government recreation groups
4. The ability to produce reports on complex and substantive issues
5. Have well developed time management skills and the ability to prioritise work tasks and complete complex tasks
6. Competence in the use of Microsoft Office suite (namely MS Word, Access, Powerpoint, Excel and Outlook). Proficiency Publisher or the Adobe Creative Suite would be an advantage
7. Demonstrated research and analytical skills, and/or demonstrated ability to identify, access and successfully apply for grant funding

Desirable but not essential (Applicants need address only 3 of these criteria)

1. Experience in effective public relations and/or implementing communication strategies (including writing, editing, and publication management)
2. Experience in website development and/or management and digital communications and marketing
3. Knowledge of the vocational education system and its application to the outdoor recreation industry
4. Demonstrated knowledge (or ability to rapidly acquire knowledge) of land management and tenure issues
5. Experience in working with volunteers or within not-for-profit organisations
6. Demonstrated knowledge of the role of government in outdoor recreation service provision