



# EXECUTIVE OFFICER

## Position Responsibilities & Requirements

### Position Summary

The primary function of the Executive Officer is to drive and implement HikeWest's Strategic Plan towards the achievement of HikeWest's goals. The EO is empowered by delegation from the Board to manage the daily operations of HikeWest. The position holder will work closely with the Board.

### Responsibilities

Specifically the position is required to:

- Ensure that HikeWest's strategic plan is implemented through a Board-approved operational plan;
- Manage the organisation according to good organisational management practices;
- Establish effective working groups of keen, contributing volunteers;
- Drive the promotion of bushwalking/hiking in WA proactively to ensure community engagement and support;
- Pursue new opportunities to improve quality and diversity of bushwalking in WA;
- Grow the membership base of HikeWest through marketing and through demonstrated value to its members and other stakeholders;
- Build an effective sphere of influence for HikeWest through strong partnerships and recognition and respect for HikeWest as peak body from members, sponsors, other stakeholders;
- Grow significant non-member funding and 'in kind' support via sponsorships and other possible sources to ensure financial sustainability and growth of HikeWest operations.

### Prerequisite experience

The EO should preferably have both:

- organisational management experience, and
- some existing knowledge of matters relevant to bushwalking and bushwalking organisations

### Key skills & attributes

- **Leadership:** able to motivate others and drive the strategic and operational plans
- **Diplomacy:** able to amicably work toward constructive solutions
- **Communication:** media-savvy, responsive, able to build positive relationships; extend HikeWest's network and sphere of influence
- **Management:** admin. & governance skills, organised, and disciplined
- **Ethics:** professional, open and accountable
- **Qualities:** passion and commitment

### Training provided

Current President (& Acting Executive Officer) is happy to assist with mentoring and shared duties over a very flexible, extended handover period (e.g. a few months to a year) depending mainly on appointee's prior experience and preference.

### Expressions of interest

If you are interested in applying for this voluntary position or finding out more about the role, please contact the President at [president@hikewest.org.au](mailto:president@hikewest.org.au).