



Position Description

Position Title:	Mountain Bike Manager
Location:	105 Cambridge St, West Leederville
Manager:	General Manager - Recreation
Direct Reports:	Nil
Position Status:	Full Time - Contract to 30 th June 2021
Applications Close:	5:00pm Friday 13 th November 2020
Application Details:	To apply please email a cover letter (maximum one page) outlining why you are perfect for the role and a copy of your resume. Email: careers@westcycle.org.au Please ensure you clearly state the role you are applying for in the Subject Line of the email.

About WestCycle

WestCycle is Western Australia's Peak Body for Cycling and representative voice for all bike riders. Our dedicated team strives to develop, promote and enact positive change state-wide. Together, we can improve bike riding for all Western Australians.

WestCycle is passionate about building on the recent momentum in bike riding through record spending on infrastructure and growth in participation during Covid-19.

We are guided by the high-level objectives contained within Our Bike Path - A Strategic Framework for Cycling in Western Australia with our core 5 priority areas being:

1. Grow a Cycling Culture
2. Create Bike Friendly Communities
3. Build the Capability of our Community
4. Strengthen our Sporting Pathway
5. Develop a Cycling Economy

For specific questions relating to this position please contact:

Glenn te Raki

General Manager Recreation

Glenn.teraki@westcycle.org.au

Position Overview

The Mountain Bike Manager role is diverse and has a large number of stakeholders, meaning developing relationships is key. Maintaining a long-term vision for mountain biking and implementing strategies to achieve it is vitally important. The role is hands on, with a requirement to attend certain events, which more often than not will be on weekends. There will also be a requirement to work evenings on occasions.

Key Responsibilities

Events

- Develop a MTB recreational event strategy
- Plan all key events and series 12 months in advance for implementation by the Events Manager and the Operations team
- With the GM Recreation to identify key events, which could be delivered by WestCycle
- Attend all WestCycle events

Relationships

- Build strong relationships with all affiliated Mountain Bike Clubs; Member organisations and affiliate organisations, meeting with them regularly and providing support as required.
- Be a prominent and respected figure in the mountain bike community

Trail Development

- Work with clubs to increase access to mountain bike trails providing support, expertise and knowledge
- Maintain a list of all trail builders in Western Australia and develop relationships with them
- Develop strategies to unlock funding for trail development and access
- Collate, maintain and publish all trail development work state wide, both current and planned, maintaining a report on the WestCycle website for easy access to the mountain bike community

Business

- Deliver agreed Membership growth as outlined in the Business Plan
- Respond to all Member and inbound inquires on matters relating to mountain biking.
- Attend all relevant mountain bike and trail development related meetings, steering committees and forums as WestCycles representative

General Operations

- Manage the implementation of relevant operational plans for mountain biking in WA
- Coordinate and manage relevant stakeholder meetings, such as relevant member forums and club president meetings
- Review, update and monitor relevant policies and procedures for mountain biking in WA

State Mountain Bike Strategy

- Form a Steering Committee to oversee the review of the Mountain Bike State Strategy
- Develop a methodology to review the Strategy, broadly consult and work with stakeholders to make recommendations on the future MTB State Strategy.
- Implement priority actions out of the Strategy

SELECTION CRITERIA

- Show impeccable ability to demonstrate the ten characteristics that require zero talent:
 - Being on time
 - Making an effort
 - Being high energy
 - Having a positive attitude
 - Being passionate
 - Using good body language
 - Being coachable
 - Doing a little extra
 - Being prepared
 - Having a strong work ethic
- A willingness to go above and beyond the core responsibilities of the role to ensure WestCycle is successful and the entire team is supported
- Well-developed written, verbal communication and interpersonal skills
- Demonstrated and successful experience in working with a diverse range of stakeholders/volunteers
- Experience in developing strategic plans, community consultation and managing Stakeholder reference groups.
- High level of client service skills
- Able to create effective processes to improve the delivery of work and efficiency
- Ability to manage a variety of conflicting priorities over extended periods
- A willingness to go above and beyond the core responsibilities of the role to ensure WestCycle is successful and the entire team is supported
- Thorough understanding of Mountain Biking, stakeholders and future requirements