

FWP Role Description

TRACTION Program Manager



TRACTION Program Manager

POSITION DETAILS

Title	TRACTION Program Manager
Job Type	Casual or Contract, 8 hours per week
Remuneration	Casual: \$40ph + Super, Contract: \$46ph
Location	Working Remotely
Duration	8 months
Start Date	Monday 9th January 2023 (flexible)
Reports to	CEO

ABOUT FOR WILD PLACES

For Wild Places is a non-for-profit organisation, founded by a small and driven group of trail runners. It is our aim to empower passionate outdoor enthusiasts to embrace sports activism as a way to celebrate and protect wild places. Our purpose is to create a world where wild places are collectively cherished and protected, using sports activism as the vehicle for linking human happiness and environmental well-being.

ABOUT THE TRACTION PROGRAM

For Wild Places is excited to launch TRACTION: (TRail ACTION), a series of events to activate local running communities to help maintain and tidy up our trails; places we love and want to protect. We have been lucky enough to secure grant funding to run 7 events across Victoria, between early and mid 2023. These events will be free for people to attend, with the costs covered by grants.

The events will involve

- Liaising with key stakeholders (Parks Vic, local council, Traditional Owners, local running groups to encourage community involvement
- Leading group runs of approx 15-25 pax in various locations, followed by, or including, a plogging or maintenance aspect (resurfacing, planting trees, pruning, weeding etc)
- Coordinate a social aspect to the event, with guest speakers, educational resources, films etc.

The purpose of these grants is to get more trail users active in helping keep our trails well maintained, so nature can thrive around them. We want TRACTION to become the stepping stone for people to be more involved in helping protect the wild places around them, through volunteering and direct action. TRACTION also involves utilizing social media to encourage people to pick up rubbish when on the trails (outside of the formal events), and connect with other trail users to create a broader social movement that incorporates education and community.



THE ROLE

Following confirmation of our successful grant applications, an opportunity exists to join the FWP team and to design, plan and execute the events. This will include event and stakeholder management, budgets, timelines and grant acquittals.

The Program Manager will report directly to the CEO, and be part of a small team delivering the events and program including a Marketing and Social Media manager.

The TRACTION program is planned to comprise five events in Melbourne and three in regional Victoria (Gariwerd, the Otways and You Yangs). Dates are tentative, and will be confirmed pending the availability of the Program Manager. While attending the events is not compulsory, we are looking for someone with a passion and desire to be a part of the FWP team, so we'd love you to come along and be part of the fun.

The For Wild Places team is 100% remote, with team members (paid and unpaid) working flexible hours. (We do however try to get out for a run, surf or social catch ups regularly). So you'll need to be well organized, self motivated and enjoy working in a collaborative (albeit WFH) environment.

KEY RESPONSIBILITIES

The key responsibility is to ensure that TRACTION events, marketing and promotion is delivered on-time, within scope and within budget. This will include:

- Plan TRACTION events, including conforming dates, specific locations within the set National Parks, obtaining permits and liaising with necessary land managers (ie. Parks Victoria)
- Liaise with stakeholders (local running groups, etc) to encourage participation
- Give direction to the SM and Marketing team regarding program tone and identity
- Develop project management frameworks including timelines, budgets, WIP schedules
- Maintain excellent internal communications on projects to ensure all the staff are fully informed at all stages of timelines, scope, and roles and responsibilities
- Using existing templates, create comprehensive safety and risk management documentation
- Support others working on the project (i.e marketing, social media, graphic design) to help they deliver on their priority activities, by maintaining regular communication to avoid roadblocks and delays
- When necessary, engage with the Board (including Risk and Finance committee) to identify, monitor and minimize project risks
- Role model the FWP purpose and values and participate in the building of a strong team culture that drives employee and volunteer engagement and trust

QUALIFICATIONS, SKILLS & EXPERIENCE

We would love you to bring the following to the role:

- A passion for nature and trail running, and an alignment with FWP's purpose
- 5+ years experience in project and event management
- Ability to network and build relationships with various types of stakeholders
- Capable user of Xero (preferred), G Suite and Zoom, and a willingness to learn FWP management tools (Basecamp)
- Resourceful, creative and self motivated
- Passionate about growing the TRACTION program so it can evolve into a long term position
- Many of our staff and volunteers also support events and other FWP activities from time to time - this is definitely not mandatory, but we love to see our community come together at events where possible.

Role Description - Traction Program Manager



APPLY NOW

To apply for the position, please send a cover letter and CV to Hilary (CEO) at hilary@forwildplaces.com.au, with the subject 'TRACTION Program Manager'.

Please feel free to get in touch if you have any questions prior to applying. We will stop accepting applications on Monday 2nd January 2023, with (online) interviews to commence on Wednesday 4th January.