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**A** GPO 581, Canberra ACT 2601

ABN: 98 440 716 821

## Membership and Community Organiser

Join our small, dedicated, and passionate team and help us advance the health and well being of all Canberrans through the support and promotion of cycling.

- **This role is .8 FTE (4 days a week) with a FTE salary of \$94,848 plus super.**
- **Highly respected Canberra organisation with strong relationships with government and community organisations.**

### About Us

Pedal Power ACT is the largest cycling organisation in the ACT. Our mission is to improve the health and wellbeing of our community by getting more Canberrans cycling, more often. We are a not-for-profit membership-based organisation with around 5,500 members, representing the interests of Canberra bike riders. To achieve our mission we run programs and events that encourage cycling in the community, advocate to government to build better cycling infrastructure across the city, and deliver services and products that our members value. Our team includes paid staff and volunteers who are all committed to making Canberra a more bike-friendly city.

Pedal Power offers flexible, family-friendly work arrangements including work-from-home opportunities. We offer excellent conditions including four weeks annual leave plus Christmas stand down, as well as paid public holidays.

### About the Role

**We are looking for an organised, engaging, and self-motivated person** to further advance Pedal Power's mission by growing and mobilising our membership and volunteers, as well as developing relationships with external stakeholders.

### Duties

- Further develop and implement Pedal Power's membership strategy to drive the growth and retention of Pedal Power ACT's membership.
- Manage the operation of Pedal Power's membership program, including managing volunteers who support our membership services.
- Develop and mobilise our volunteer base to further advance Pedal Power's mission.
- Develop and implement programs, events and other activities that advance the mission of Pedal Power. This will include building relationships with external organisations to develop and implement programs.
- Undertake some office administration including, but not limited to, monthly statistical reporting and assisting members with queries.
- Other tasks as directed.



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## Selection criteria

### Essential

1. Excellent interpersonal and communication skills including community outreach and engagement.
2. Demonstrated organisational skills, initiative, drive, and capacity to work to deadlines to meet project goals.
3. Ability to work constructively within a small team of staff and volunteers to achieve shared objectives.
4. Ability to recruit and supervise the work of volunteers.
5. Experience developing and maintaining relationships with stakeholders, including volunteers.
6. Sound office administration skills.
7. Willingness to be flexible and take on emerging challenges.

### Desirable

1. Experience working with customer relationship management systems and software.
2. Experience working in a membership-based community/advocacy NGO or recreational based industry.
3. Experience working with volunteer organisations.
4. A commitment to boosting the health and wellbeing of all Canberrans.
5. A sense of humour!

## How to apply

For more information, contact Simon Copland, Executive Director Pedal Power, on 6248 7995, or email [executivedirector@pedalpower.org.au](mailto:executivedirector@pedalpower.org.au).

To apply, please upload your CV (including contact details for two referees) and a two-page pitch outlining why you're the person we're looking for. Applications close 5pm Monday 6<sup>th</sup> February.