

## **Executive Officer - Pedal Power ACT Inc**

Applications close Monday 8 December 2008

### **REQUIRED SERVICES**

Pedal Power ACT Inc seeks the services of an Executive Officer (to be provided under a services contract). The contract will be initially for twelve months, with options to extend. The services are described below. There is scope to work from home.

### **SELECTION CRITERIA**

Demonstrated abilities/experience in:

- leading a small organisation
- planning and strategic thinking
- effective prioritisation and judgement
- initiative, ability to work with limited supervision
- financial understanding and effective day-to-day budget management
- working with stakeholders, volunteers and members in a community organisation
- excellent written and oral communication, and negotiating skills
- commitment to personal development
- marketing

The three parts of the services are:

1. Effective management and leadership of Pedal Power
2. Securing and managing effectively externally and internally funded projects
3. Securing and managing effectively sponsorships and advertising.

### **Part 1: Effective management and leadership of Pedal Power**

This Part is the core of the Executive Officer services. The Executive Officer is required to deliver the following services:

- a)The day-to-day effective and efficient running of Pedal Power's office, financial affairs and administrative affairs. The office consists of a paid administrative officer who works 16 hours per week, and volunteers as available.
- b)Effective strategic planning and leadership in consultation with the Pedal Power Executive and Council, including assisting in the development and management of programs to achieve strategic objectives. The Pedal Power Executive and Council reserve ultimate control and responsibility.
- c)Managing Pedal Power's day-to-day budget and provision of monthly activity and financial reports to the Council. Also, the appropriate lodgement of the quarterly Business Activity Statement (BAS) and production of the Pedal Power annual report
- d)Assisting the Treasurer in monitoring income and expenditure, interpretation of the financial statements and in the preparation of the budget and its amendment.

- e) Managing key aspects of Pedal Power's insurance.
- f) Obtaining and managing operational grants and similarly funded programs and projects (other than projects covered in Part 2) to ensure they are effectively delivered and funds are appropriately spent and acquitted.
- g) Actively contributing to Pedal Power Executive and, when requested, Pedal Power Council meetings and other working committees or meetings including the preparation of information and reports as required.
- h) Overseeing the delivery of the Canberra Cyclist magazine.
- i) Managing the acquisition and marketing of Council-approved Pedal Power merchandise and publications.
- j) Working with and encouraging volunteers and members
- k) Oversight of membership – keeping current members, increasing membership, marketing, advertising and maintaining membership records as an easy to access resource
- l) Providing other management and related services as agreed.

For the work set out above in Part 1, the contract fee will be based on an hourly rate for an expected 20 hours per week with the total fee being limited in any period.

## **Part 2. Securing and managing externally and internally funded projects**

Part 2 covers projects funded from outside sources such as grants and fees for service activities (excluding items covered in Part 1 and sponsorship, covered in Part 3).

The Executive Officer will seek, secure, and manage to a successful conclusion new opportunities and projects consistent with the Pedal Power's objectives and strategic and operational plan.

Projects for Pedal Power may be investigated, checked, sourced and/or secured by others (members of Pedal Power).

The requirements for approved projects are:

- a) All projects must align with Pedal Power's objectives and strategic and operational plan and be approved by Pedal Power Council before acceptance. In this regard, the Executive Officer is to keep the Executive informed, in a timely way, of all proposed project related activities and proposal developments.
- b) All projects are to have a budget and project implementation plan before approval. Such budgets and implementation plans may subsequently be changed to meet changing circumstances, with the approval of the Executive.
- c) All approved projects must contribute at least 15 per cent of the project amount to Pedal Power's general revenue to cover indirect costs of the project. No Pedal Power

resources, unless covered under the project implementation plan are to be used in achieving the deliverables (including feedback and reporting to the grant provider).

d) Unless otherwise stated in the agreed the project implementation plan, the Executive Officer is responsible for the successful management, completion of the project, and delivery of outcomes in accordance with the budget.

e) The Executive Officer is responsible for ensuring that all costs relating to a project are correctly accounted for in the financial statements.

The Executive Officer is to undertake the tasks required to deliver the projects (as set out in the agreed project implementation plan) and will be paid for time spent working on approved projects in accordance with the approved budget for the project.

The contract fee for work on projects is 'what the project will bear'.

Any time or expenses incurred by the Executive Officer in investigating, checking, sourcing and securing projects is at the contractor's expense and is not paid for by Pedal Power in any way.

### **Part 3. Securing and managing effectively sponsorships and advertising**

In Part 3, the Executive Officer gets a 25% commission from any approved sponsorship (including corporate memberships and advertisements in the *Canberra Cyclist* magazine) for Pedal Power that it secures. Sponsorship can be for the organisation, an event or for other things.

Any time or expenses incurred by the Executive Officer in investigating, checking, sourcing and securing sponsorship is at the contractor's expense.

The Executive Officer does not get any commission from any sponsorship for Pedal Power secured by others.

The requirements for approved sponsorships are:

a) All sponsorships must be appropriate and contributory to Pedal Power's objectives and strategic and operational plans and must be approved by Pedal Power Council before they are accepted. In this regard, the Executive Officer is to keep the Executive informed, in a timely way, of all proposed sponsorship activities and proposal developments.

b) If the approved sponsorship is for payment by way of the supply of materials and services only by the sponsor (in-kind sponsorship), then the appropriate commission will as agreed with the Pedal Power Council.

The approved sponsorship may include payments to the Executive Officer for managing and running the sponsorship and delivering the required deliverables (including feed back to the sponsor).

Commission on advertisements and (in the case of sponsorships) after the sponsor has received adequate feedback is payable within 30 days of Pedal Power receiving payment.