



Industry Development Specialist – Learning & Development, Events & Member Relations

Hunter Valley Wine & Tourism Association

About us

The Hunter Valley is Australia's most visited wine region and the second biggest tourism destination in NSW after Sydney. Welcoming around 12.2 million visitors per year, the sector contributes over \$631M annually to the local economy. Wine Country is also NSW's premier regional business events and conferencing destination.

The Hunter Valley Wine & Tourism Association (HVWTA) is a not-for-profit, membership based organisation. It is the peak industry body for destination marketing and increasing visitation to Hunter Valley Wine Country, and is the advocate for both the wine and tourism industries.

What you'll do

This role requires an innovative and strategic thinker, responsible for planning and leading learning and development across our wine and tourism industry. You'll coordinate a diverse program of member events to upskill and facilitate important industry connections, from hosting expert speakers in region through to social networking drinks.

Growing and nurturing relationships across our broad range of stakeholder groups will be key to your success. You'll liaise with Association members, industry experts, corporate partners, event venues and key Government contacts. Establishing an executable annual plan for all learning and development activities will ensure you achieve targets and objectives.

As an integral part of a results-focused team, you'll be responsible for:

- Consulting with members on learning and development needs.
- Analysing, identifying and developing innovative learning and development courses and activities for industry.
- Designing and implementing training and development to meet industry needs, including induction programs, mentoring, working groups and forums.
- Managing successful delivery of learning and development programs.
- Undertaking checks to ensure high quality events and maintain accuracy and currency of courses and programs.
- Devising strategies to promote and educate members and their staff on the collective Hunter Valley offering.
- Increasing member participation in learning and development activities.
- Overseeing a significant calendar of industry orientated events.
- Managing external contractors and event suppliers to achieve business outcomes.
- Identify and manage costs and budgets for planned programs.
- Identifying opportunities for greater industry collaboration and partnership, to ensure strong member engagement and involvement.



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- Monitoring insights, trends and innovation to deliver best practice.
- Supporting Committees of the Board to deliver the Association's goals and objectives.
- Reporting outcomes to the HVWTA Board, members, Government and other key partners.

Why you'll enjoy working with us

With a can-do attitude and a willingness to get amongst the action across multiple projects of the Association, you'll enjoy being part of our dynamic team that works together to make the magic happen.

It's a prominent role in the Hunter Valley, offering an incredible opportunity to grow and develop the unlimited potential of our wine and tourism industry.

This position is ideal for outgoing, innovative, organised individuals with an understanding of influence and timeliness. Work with a close team of incredibly passionate people representing everything there is to love about Wine Country.

About you

We're looking for a high performer, who enjoys working in a dynamic and collaborative team environment. You'll be known for your initiative, innovation, sound judgement and results focus.

To be successful, you will be confident and experienced in:

- Developing high quality learning and development focused courses, programs and activities.
- Event planning and execution.
- Setting targets and tracking progress of KPIs.
- Managing key partnerships associated with planning and executing learning and development activities.
- Strong liaison and influencing skills.
- Growing and nurturing stakeholder relationships, and being a primary point of contact for members, learning and development contractors and Government.
- Exceptional presentation, writing and interpersonal skills, including public speaking.
- Creating, coordinating and editing content for courses, programs, publications, newsletters, advertising, website and social media.
- Excellent working knowledge of CRM database management systems.
- Working cross-functionally on projects, and taking the lead to ensure successful delivery.
- Maintaining HVWTA brand integrity across all events and communications.
- Effectiveness in delivering in a fast-paced and continually changing environment.

Your proven track record will ideally be underpinned by relevant professional qualifications. A good working knowledge of the tourism and/or wine industries would be a distinct



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advantage. If your superior relational skills and strong learning and development experience makes you keen to take an influential role in the Hunter Valley, we'd love to hear from you.

This can be a part time position, ideally 3 to 4 days per week, and HVWTA is pleased to offer flexible working arrangements.

What next?

If this is you, we're keen for you to join our team soon.

To apply for this unique opportunity, please submit a current resume with a cover letter outlining why you are best suited for the position to amy@hvwtta.com.au. We'll commence screening suitable applicants immediately, so apply today.

For further information you can contact Amy Cooper, CEO of the HVWTA on [0419 090 631](tel:0419090631) for a confidential discussion about your next career move