



Position Description and Person Specification

TITLE OF POSITION:	Program Coordinator - Adare
LOCATION:	Beyond Limits Outdoor Education
APPOINTED BY:	Uniting Church in Australia, Synod of South Australia
RESPONSIBLE TO:	Program Manager, Beyond Limits Outdoor Education
TYPE OF APPOINTMENT:	Permanent Full Time (FTE 1.0)
INDUSTRIAL INSTRUMENT:	National Employment Standard
CLASSIFICATION:	Award Free

1. Summary of the broad purpose of the position in relation to the Church's goals

The Program Coordinator role is accountable for the coordination of experiential learning and activity programs in accordance with the Uniting Venues SA (UVSA) philosophy of creative learning and leadership development.

There is the opportunity to provide a positive Christian role model to participants.

2. Reporting and working relationships

The position is responsible to the Program Manager, Beyond Limits Outdoor Education, and a supportive and complimentary relationship is essential.

The Program Coordinator – Adare will develop a close working relationship with the GM UVSA, the UVSA Centre Managers, the Beyond Limits Program Coordinator – Nunyara and the Lead Activity Facilitators.

It is also important to foster a collaborative working relationship with other UVSA staff and to seek to work together as a supportive team to realise the vision and mission of the centre.

3. Statement of key outcomes and associated activities

All work performed in this position will be in accordance with relevant policies and procedures, in particular (but not limited to) Work Health Safety legislation.

Customer Service and Leadership

- Demonstrate, by example, the provision of exceptional Christian hospitality delivering excellence in outdoor education focused activities and customer service.
- Provide confident and positive leadership, always leading by example, demonstrating a team approach, open and honest communication, and a cooperative approach to the achievement of goals and the vision of Beyond Limits.
- Provide leadership that enables staff to share their experience and expertise in a productive and respectful manner.
- Raise the profile of Beyond Limits within the outdoor education industry.

Program Coordination

- Prepare and deliver programs, workshops, expeditions and basecamps under the supervision of Program Manager.
- Coordinate the daily activities of Activity Facilitators and periodically participate in the physical delivery of program activities.
- In consultation with the Program Manager, design and cost programs that meet intended / agreed outcomes.
- Liaise with camp coordinators and other key staff regarding logistical requirements.
- Brief staff and participants on the program purposes / requirements and expected learning outcomes.
- Conduct a debrief at the completion of each program to reflect upon key outcomes such as level of teamwork, cooperation and encouragement.
- Maintain accurate administrative paperwork in accordance with UVSA policy and procedures.

Training, Risk and Compliance

- Assist the Program Manager:
 - in ensuring that all activities are conducted in accordance with the relevant Good Practice Guide (GPG), Camp and Excursion Guidelines, policy and procedures.
 - in the development and annual review of risk assessments and standard operation procedures for all activities.
 - to facilitate and assess training to facilitators as required.
- Attend program camps and expeditions for the purpose of assessing the competencies of activity facilitation staff, and to ensure that activities are being conducted in accordance with the appropriate GPG, Risk Assessment, and Standard Operating Procedure (SOP).
- Monitor and assess performance of Activity Facilitators and liaise with the Program Manager to identify further training requirements.
- Ensure that activity equipment is stored, used and maintained in a safe and efficient manner and in accordance with its intended use.
- Meet all risk management and Work Health and Safety policy requirements for each activity, including reporting of hazards and incidents.
- Design and conduct all programs, workshops, expeditions and basecamps in accordance with applicable State education guidelines and risk management requirements set by legislation.
- Brief staff and participants on all safety and risk management requirements.

Team Activities

- Maintain effective communication with the Program Manager, Program Coordinator – Nunyara, Lead Activity Facilitators, activity facilitation staff and venue staff and management.
- Actively participate in regular team meetings.

Other

- Other duties as directed by the Program Manager within the scope and responsibility of this position.
- A willingness to occasionally work after hours including weekends and public holidays. This requirement will be determined on an as needs basis in consultation with the Manager.

PERSON SPECIFICATION

Qualifications and Knowledge

Essential

- Tertiary level qualifications in outdoor leadership / recreation or equivalent (at a minimum of Certificate 4) or demonstrated extensive program coordination experience in a similar role.
- Completion of Year 12 or equivalent.

Desirable

- Diploma or bachelor's degree qualification in a related discipline.
- Specific outdoor education skills / qualifications in roping, kayaking and surf rescue.
- Bushwalking Leadership Certificate (or a willingness to obtain this).
- First Aid qualifications (or a willingness to obtain this).
- "Through Their Eyes" (Mandatory Reporting) training, an understanding of mandatory reporting procedures or a willingness to complete training on key principles.

Personal abilities, aptitudes, skills

Essential

- An active member of a Uniting Church congregation or another mainstream Christian denomination, with a commitment to the vision and mission of Uniting Church SA.
- A heart for Christian camping, and a love for people.
- Demonstrated well developed interpersonal skills with staff and guests.
- A passion for developing the potential of young people.
- The ability to work unsupervised and to also work in a team environment.
- Demonstrated commitment to excellence in activity facilitation and customer service.
- Well-developed verbal and written communication skills.
- Responsible, reliable and able to maintain composure under pressure.
- Ability and willingness to be flexible and solution focussed.
- Self-motivated and open to positive and constructive feedback.

Desirable

- Working knowledge of the camps and conference centre sector.

Experience

Essential

- Relevant experience in a Christian camp or outdoor education service.
- Experience in adventure or experience-based learning.

Conditions

- The successful applicant will be required to undergo employment screening and a working with children check prior to appointment to the position.
- Terms and conditions of employment are set by the Uniting Church SA Human Resource and Remuneration Committee.
- Out of work hours and/or additional hours of work may be required. Time off in lieu (TOIL) arrangements may apply in accordance with the Uniting Church SA TOIL policy.