

## **The Outdoor Education Group Position Description PROGRAM ADMINISTRATOR**

### **Why you are here**

The Outdoor Education Group is one of the largest providers of outdoor learning in Australia with a reputation for quality and innovation. As a **Program Administrator** you will develop and support the design and delivery of programs that aid The Outdoor Education Group to realise the potential to make outdoor learning accessible to more young people.

### **What you do and are responsible for**

As a member of The Outdoor Education Group's **Outdoor Learning** team and a direct report to a **Program Manager**, you will:

- Take responsibility in the scope of your role for the performance, reputation and growth of The Outdoor Education Group.
- Work collaboratively with your colleagues across directorates to manage and support day to day activities.
- Communicate the benefits of outdoor education for the development of young Australians.
- Role model The Outdoor Education Group values of respect and taking responsibility for self, others and the natural world.
- Support the implementation of key strategies and actions that support the achievement of The Outdoor Education Group's strategic vision and objectives.
- Participate in and support the overall work of The Outdoor Education Group.

As a **Program Administrator** your responsibilities will include:

- Supporting Program Coordinators and Outdoor Learning team in an administration capacity.
- Processing of client medical information for the Outdoor Learning department, this includes the operational management of the Operoo system.
- Work on projects that support the delivery of programs such as curriculum development, Program Information Websites and standardisation projects.
- Build and administrate all aspects of program design and take each program to the point of handover to the delivery function.
  - Work with the Client & Program Manager, on the overall relationship and scope of client's programs, ensuring the client receives agreed conditions elements of the delivery contract.
  - Manage educational, operational and logistical aspects of program administration from 12 months in advance up to hand over to a Program Coordinator for in the field delivery.

- Manage and support positive client relationships, ensuring you have a presence in the process of program design, program review and supporting new products as well as existing programmes rolled over from previous years.
- Work with key stakeholders within client organisations to ensure successful delivery of programs.
- Manage budgets at a program administration level.
- Work in partnership with risk and quality assurance team to verify and assure standards of delivery.
- Support the leadership function of the outdoor learning department with administration tasks and support innovation and overall departmental development.

## **Skills and attributes you have**

- You have a passion for outdoor education and the benefit it brings to the building of social capital in young Australians.
- Excellent time management with ability to prioritise workflow.
- Flexible, adaptable and creative, able to problem solve and think constructively with a solution focussed mindset
- You are an experienced and motivated team player.
- You have the ability to work collaboratively within cross department functionalities.
- You are skilful in and have experience of using excel and other Microsoft packages and are highly organised and able to operate calmly in a dynamic and customer focussed environment.
- You have an appreciation for the nuances of the not for profit sector and the relative position of The Outdoor Education Group.
- You have excellent oral and written communication skills to work with diverse stakeholders and various audiences.
- You are experienced and effective at communicating across teams and departments in a manner that supports effective feedback and reporting.

## **Key Information**

Reports to	Program Managers VIC/NSW
Package	Band 3 - 4
Location	State Based (VIC/NSW)