The Outdoor Education Group
Position Description
PROGRAM COORDINATOR

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 Coordinator you will develop and facilitate 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 Outdoor Learning Division 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 to manage and support day to day activities.
- Role model passion for 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 Coordinator your responsibilities will include:

- Manage a small team of field staff, Professional Development plans for your allocated team while monitoring the wellbeing of your team.
- Lead, train, coach and mentor field staff.
- With the Client Relationship Manager, own the overall relationship and scope of your client’s programs, ensuring your client receives agreed conditions in contract, including those aspects that may arise beyond the contract arrangement.
- Manage educational, operational and logistical aspects of programs 12 months in advance.
- Manage client relationships at an operational level, ensuring you have a presence in the school.
- Work with key stakeholders within the school, such as Year Level Coordinators, to ensure successful delivery of programs.
- Ensure quality delivery of programs including delivery of agreed educational objectives.
• Manage budgets at a program level.
• Complete field work as allocated in a support and delivery context.
• Work in partnership with risk and quality assurance team to verify and assure standards of delivery.

Skills and attributes you have

• A passion for outdoor education and the benefit it brings to the building of social capital in young Australians.
• An experienced and proven people leader and team player.
• The ability to work collaboratively within cross department functionalities.
• Experience in managing teams.
• The ability to work with staff to maximise their performance potential, provide professional development opportunities and are familiar with performance appraisal process.
• Experience in educational programming, outdoor leadership or related disciplines.
• Excellent oral and written communication skills to work with diverse stakeholders and various audiences.
• Experienced and effective at communicating across teams and departments in a manner that supports effective feedback and reporting.
• An appreciation for the nuances of the not for profit sector and the relative position of The Outdoor Education Group.

Key Information

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<thead>
<tr>
<th>Reports to</th>
<th>Program Managers VIC/NSW</th>
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<tbody>
<tr>
<td>Package</td>
<td>Band 4 /5</td>
</tr>
<tr>
<td>Location</td>
<td>State Based (VIC/NSW) and negotiable</td>
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