



POSITION DESCRIPTION

Title: Director/s

Location: Gippsland, Victoria

Tenure: 1 - 3years

Start: January 2021

Contact: Ross Richards and Josie McLachlan c/- businessmanager@wollangarra.org.au

Background

As the Director/s of Wollangarra, you are at the heart of a strong community built upon the simple philosophies of doing rather than talking and fixing rather than complaining. The position requires that you reside on the Wollangarra property. You will be provided with a small cottage on 'Tussocky Flat', nestled in the Gippsland foothills overlooking the Macalister River.

As an integral member of a small community based around a simple lifestyle, your days will be filled with hard work and a strong sense of purpose. Your time at Wollangarra will offer a challenging, but immensely rewarding experience.

Wollangarra is a non-profit organisation independent of any school, religion or government funding and is governed by a voluntary Council.

Role Statement

As Director/s you will oversee the safe and effective running of programs for young people which focus on practical conservation through outdoor education in the Victorian mountains.

Your leadership, communication and mediation skills will be relied upon by Wollangarra to maintain a capable and cohesive staff team. Furthermore you will ensure that you build a strong rapport with community members, school representatives and young people.

You will be required to oversee the maintenance of Wollangarra facilities and equipment to an appropriate safe standard. Furthermore you will be required to manage school bookings, maintain finances and work to a budget.

The Director/s are employed by the Wollangarra Council and reports to the council.



Duties

Implement aims of Wollangarra by doing the following:

- Manage and run Stage I and II programs for young people aged 14-18.
- Foster an awareness of self, community and the environment in young people.
- Encourage participation in conservation through outdoor education.
- Ensure high standards of safety for young people.
- Manage the Wollangarra flat, programs and staff as per the Operations Manual.

Staff management

- Recruit a team of up to six staff on a yearly basis with a diversity of relevant skills, experience and qualifications.
- Facilitate staff training and development, including in areas where they do not receive external training i.e. navigation, conflict management, behaviour management, tractor driving, trailer reversing etc. Some of this training could be outsourced.
- Develop a safe and positive working and living environment.
- Effectively manage and motivate staff, ensuring they are fulfilling their roles to a safe and high educative standard.
- Conduct quarterly reviews of staff to provide feedback.

Promotion

- Build and maintain rapport with school representatives and community members.
- Effectively promote programs and seek new bookings as necessary to annually fill the Wollangarra course

Calendar

- Actively promote follow up programs with young people.
- Involve Wollangarra in the local and wider communities to their mutual benefit.
- Promote and run weekend work parties and events, including fruit bottling, wood chop, bush dance and open day.
- Actively promote Wollangarra to the wider community and capitalise on fundraising opportunities.
- Produce and distribute the quarterly newsletter.

Asset management and maintenance

- Ensure all vehicles are maintained to a roadworthy standard.
- Ensure all machinery and equipment is maintained in good order and safe working condition.
- Ensure the flying fox is maintained to a safe operating standard.
- Ensure buildings are maintained and manage the construction of new buildings as necessary.
- Oversee property management, including livestock management, fence maintenance, weed control and farm forestry.



Administration

- Keep appropriate records of general operations, including accurate financial records.
- Report to the Council at quarterly meetings and maintain regular contact with the Chairperson.
- Manage Wollangarra in accordance with the Operations Manual, and update this as necessary.
- Be responsible for purchasing and payment as required (in conjunction with the Business Manager)
- Maintain ATAP (Australian Tourism Accreditation Program) accreditation.

Mandatory requirements

- Current Drivers Licence.
- Current Working with Children Check or Victorian Institute of Teaching registration.
- Appropriate tertiary qualification in outdoor education, education, or extensive relevant experience.
- National Police check

Key Selection Criteria

1. Demonstrated extensive experience in running outdoor education programs.
2. Demonstrated interpersonal skills, including verbal and written communication.
3. Demonstrated leadership and staff/volunteer management, including conflict management skills.
4. Demonstrated commitment to the education and development of young people.
5. Proven commitment to the preservation of natural and cultural heritage.
6. Ability to live and work in a small, remote community, within the context of a diverse and far-reaching community of supporters.
7. Proven practical skills relating to property management and maintenance, including building, gardening and animal husbandry.
8. Proven decision-making ability under trying circumstances.
9. Understanding of, or willingness to learn about, current Occupational Health and Safety Legislation relevant to Wollangarra.

Other Relevant Information

The Director/s position includes accommodation, food and utility costs in addition to a sustainable honorarium.

In the event of a couple being successfully employed, it would be expected that one person takes on the role of director and the other takes on either a business manager role, a program manager role, or a property manager role to support the director in line with their skill set.

In the event of a single director being appointed, an additional team member will be employed in a program manager capacity. It would be expected that the director would be able to identify the most appropriate way to fill this second position.

It is highly recommended that prospective applicants experience Wollangarra first hand. A visit can be arranged, as restrictions allow, by contacting Ross or Josie (on the email provided) who will then enable you to liaise with the current director. If you have been to Wollangarra before, a short visit and a discussion with current or previous Directors is still advised.



The book 'Secondhand and Solid: How we built Wollangarra' was written by the founder, Ian Stapleton. It provides an excellent insight into the establishment of Wollangarra and the philosophies that form its foundation. As such, it is recommended reading to prospective applicants. Those who are new to Wollangarra may also wish to visit the website to familiarise themselves with the program structure.

All staff and director/s receive formal training from an external provider in wilderness first aid, Bronze medallion, four wheel driving, defensive driving, chainsaw use and safe food handling. Having previous training or experience in these areas would be beneficial, but is not essential.

Submission of Applications:

Close of application date is 30th October 2020.

Applications should include a cover letter, a resume with three referees, and a statement addressing the Key Selection Criteria.

Applications can be submitted by email to:
Ross Richards and Josie McLachlan c/- businessmanager@wollangarra.org.au

Interviews will be conducted at a mutually suitable time and place for short listed applicants.