



POSITION DESCRIPTION

Title: Program Manager
Location: Licola, Northern Gippsland, Victoria
Start: January 2021
Tenure: 1 year, with the possibility of extension
Contact: Ross Richards and Josie McLachlan c/- businessmanager@wollangarra.org.au

Role Statement

As the Program Manager at Wollangarra, you're an essential part of a small community based around a truly unique outdoor and environmental education program and lifestyle. You will introduce young people to the Victorian mountains through a program of practical conservation through outdoor education, which will help them to see environmental issues as exciting and demanding challenges to the way we live, rather than endlessly depressing and negative threats to our future.

Each week a new group of young people come across the flying fox and experience a way of life that has largely been forgotten. They'll leave behind their mobile phones, watches and timetables. They'll get to bake bread, split wood, tend the veggie garden, collect the eggs and light the fire. They'll get the opportunity to contribute to something positive in a meaningful way and feel like a valued member of the community.

The position requires that you reside on the Wollangarra property. You will live and work with four to five other staff members and a Director. Wollangarra becomes your workplace, home and family for the year. This brings lots of laughter, fun, adventure and, inevitably, many challenges. The role is highly physical. Your time at Wollangarra will offer a challenging, but immensely rewarding experience. For the right leader, this is an experience of a lifetime.

Who Are We Looking For?

The successful applicant will be a skilled outdoor educator, already quite proficient at leading groups in the outdoors, who is looking to experience intensive professional development and personal learning under the guidance of the Director. This position was created to enable a leader of young people outdoors to step up into leading and facilitating a group of other outdoor leaders.

The successful applicant will form the management team in conjunction with the Director and, as such, will enable a real "hands-on" approach to all aspects of managing the Wollangarra program and property. You will be a good "people-person" and someone who is able to get your stuff done whilst facilitating the staff team to be successful in what they are doing as well.



Duties

Program management

- Co-ordinate programs at Stage 1, 2 and 3 levels, alongside Director
- Create a safe environment for young people, teachers and helpers
- Identify, support and coordinate learning opportunities for young people
- Liaise with Parks Victoria in the creation of purposeful projects for Stage 2 and 3 programs, alongside the Director
- Lead programs as a hike leader in the field
- Meet schedules, including for buses, check-in calls and other timelines
- Debrief programs with staff, and ensure issues arising are addressed, alongside Director
- Foster and reinforce Wollangarra philosophies, including self-awareness, community participation and environmental awareness

Emergency Management

- Perform emergency response and management roles alongside, or (if Director is off-site), in place of the Director
- Familiarise self with Wollangarra emergency management procedures
- Provide ongoing Emergency Management professional development opportunities for staff team

Staff Training

- In conjunction with the Director, determine staff competency as outdoor leaders, based on Wollangarra Competency List
- Provide ongoing feedback to staff on their work performance during programs
- Communicate with Director about gaps in competencies, soft skills and outdoor leading skillsets

Staff Management

- Liaise between staff and Director
- Oversee staff workdays when the Director is off the property
- Ensure staff adhere to safe work practices, alongside the Director
- Ensure the staff community are regularly addressing conflict, such as living agreements and communication issues, in order to foster a positive living-working environment, alongside the Director

Wollangarra Community

- Be an active and responsible member of the Wollangarra staff team by supporting and representing Wollangarra at community events and fundraisers
- Maintain connections with locals and local businesses

Administration

- Contribute towards the quarterly Directors report to council, as required
- Contribute to thank you letters and articles for the Wollangarra newsletter
- Have a basic understating of program administration, for when Director is off the property

Supporting the Director

- Support the Director's vision, carrying that vision when the Director is off the property
- Maintain a good working relationship with the Director



Mandatory Requirements

- Tertiary qualifications and/or equivalent experience in outdoor education, outdoor recreation, the environmental sciences, education or similar
- Strong outdoor skills, including leading groups in the outdoors
- Current Full Drivers License
- A strong work ethic, personal organisation and initiative
- Knowledge of safe work practices and how to create a culture of safety in a workplace
- Current Victorian Working with Children Check or willingness to obtain

Desirable Qualifications

- Previous experience living and working in a remote location
- Wilderness or Remote Area First Aid certification or equivalent
- Training in four wheel drive or chainsaw use
- Swimming Bronze Medallion Certification, or ability and willingness to obtain
- Food Handling Certification
- Skills in a variety of property management tasks (gardening, catering, building, farming etc).

Your Attributes Will Include

- **Love of the outdoors and simple living**
- **Flexible work approach** – This is not a 9 to 5 job.
- **Good initiative** – There is no shortage of jobs at Wollangarra. If you're good at recognising when a job needs to be done and doing it without being asked, you'll fit in well.
- **Ability to follow instructions** – Whilst we do encourage a high-level of initiative in the Program Manager role, we also appreciate the ability to carry out instructions as requested.
- **Well organised** – Because lots of young people under your charge aren't! If they forget to pack the group fire lighting kit, you need to have some backup matches. Or a spare loo roll!
- **Excellent Communication Skills** – Living and working as part of a small team gives everyone the opportunity to really get to know each other. This goes both ways with the great bits, but also the challenging moments. Your communication skills will be put to the test.
- **Willing to have a crack at anything** – At Wollangarra, you'll get the opportunity to do things you've never done before, whether it's marking lambs, using a chainsaw, learning traditional bush timber skills or demonstrating the finer points of bush toiletry to a bunch of 14 year old school students. We just ask that you give it a red hot go.
- **Ability to get along with different people** – Wollangarra attracts all sorts of people for all sorts of reasons. You need to be able to engage with them, relate to them and make them feel like a valued member of the community and at home in your home.
- **Commitment to the education of young people** – Our main aim here is to get young people into the mountains and facilitate their experience. It makes the job easier and more enjoyable if you are passionate about spending time with young people.



- **Energy and enthusiasm** – It's not hard to be upbeat when things are easy, but when you're tired, which does happen, it can be a struggle to maintain the energy that is required to manage a group of young people, or the staff team. If you feel you can pull through those harder times with a smile on your face, then that's a bonus.
- **Ability to laugh at yourself** – You'll probably learn more about yourself in a year at Wollangarra that you thought possible. In these moments; humour and the ability to not take yourself too seriously can be a real attribute.

Key Selection Criteria

- **Demonstrated outdoor leadership experience and of planning and delivering a program** – Experience in the outdoors is important. You need to know what to do when it is needed, and have the confidence to implement it. In some moments you will have a group of young people, a school teacher or two and the staff team waiting for your call. It's important that you feel comfortable in the outdoors and can make level-headed decisions at difficult times. You will be involved in the training of the other staff and, as such, need a solid set out of outdoor leadership skills.
- **Demonstrated experience in leading, teaching and working with young people outdoors** – What have you been up to out there? Tell us about what programs you have worked on.
- **Demonstrated experience in leading a group of peers** – A large part of your role will be working closely with the Wollangarra staff team, facilitating their learning, daily work tasks and ensuring that what needs to be done gets done. What experience have you had managing a small team of people?
- **Demonstrated interpersonal skills, including verbal and written communication** – Effective communication is vital at Wollangarra for all sorts of reasons. If you've had experience with public speaking, managing conflict, managing behavioural issues, or if you're a good writer, these skills will stand you in good stead at Wollangarra.
- **Demonstrate evidence of a strong work ethic, personal organisation and initiative** – Being able to complete a task on your own, without getting side-tracked or distracted, is an important skill. What's just as important is being able to recognise when something needs doing and just doing it without being asked. You need to be able to have your stuff together so that you can support the other staff when needed.
- **Demonstrate understanding of Wollangarra's programs and philosophy** – Having a basic understanding of how things work, the program structure and our underlying philosophy is important. If you've never been to Wollangarra we suggest you take the time to visit during a program and familiarise yourself with how we work.
- **Ability to live and work in a small, remote community, without electricity or modern luxuries** – You need to be able to live without things like your mobile phone, the internet and a hot shower every day. You'll also be living in the pockets of six other people for a year and there will be times when people get your goat. You need to be able to deal with these situations with maturity and respect.
- **Proved practical skills in property management** – Skills or experience in any of the following areas would be beneficial: building, plumbing, mechanics, fencing, bush crafts, wood splitting, chainsaw use, veggie gardening, pruning, animal husbandry, tractor driving, cooking, cleaning and catering.



- **Driving History and Full Australian driver's licence** – You will be driving land cruiser troop carriers and a Toyota Hi-Ace mini bus with young people, along winding mountain roads. We want to know what sort of driver you are and if you can drive everyone there and back home again safely. Ideally you will also have defensive driving and 4WD certifications, however we are prepared to assist with qualifications, if required.

Other relevant information

The position includes accommodation, training and food costs (within reason), postage and phone calls, four weeks annual leave, most Saturdays off and one weekend off a month, a monthly stipend allowance, plus superannuation. You can borrow Wollangarra's hiking gear for the duration of the year if required, and we have access to good discounts at some outdoor retailers and suppliers.

You may receive accredited training, if required, in Wilderness First Aid, Four Wheel Driving, Chainsaw Operation, Bronze Medallion and Safe Food Handling. You will also have the opportunity to learn on the job a variety of skills like; managing the small farm at Wollangarra, bushfire prevention, staff management skills, conflict management, behaviour management, building and small machinery maintenance, tractor driving, and deepening your outdoor and environmental leadership skills. Having previous training in these areas is beneficial, but not essential. It is highly recommended that prospective applicants experience Wollangarra first hand.

If you are wondering whether this role, is the right fit for you, you are encouraged to call or email Wollangarra and speak to our current Director.

The book "Secondhand and Solid' - How We Built Wollangarra" was written by the founder Ian Stapleton. It provides an excellent insight into the history and philosophies of Wollangarra. As such, it is recommended reading for prospective applicants.

Submission of Application

Applications should include a cover letter outlining why you want to work at Wollangarra and what you have to offer, a resume with three referees, and a statement addressing the above Key Selection Criteria.

Applications close by: 31st October 2020

Applications can be submitted by email to:

Ross Richards and Josie McLachlan

c/- businessmanager@wollangarra.org.au

International applicants please note: Wollangarra is unable to cover the cost of airfares to and from Australia should your application be successful. Also, please research beforehand as to whether you will be eligible for a working visa in Australia and whether you will be able to travel and begin working here in a timely manner, given restrictions associated with COVID-19.