

Position Description

Outdoor Education Program Manager

Crosslands Youth & Convention Centre

Organisational Overview

The Seventh-Day Adventist Church is a Christian organisation dedicated to sharing the love of Jesus. We are a Sabbath keeping Christian Church who believe that spiritual and emotional wellbeing foster an active mind, an active mind is fueled by a healthy body, and a healthy body and mind enable healthy social relationships.

To this end, we subscribe diligently to studying the bible, wholistic health and wellness and to serving our communities. We acknowledge our God and Saviour Jesus Christ, the creator, provider and supreme owner of all things.

Crosslands Youth & Convention Centre is operated by the Greater Sydney Conference of the Seventh-Day Adventist church. It is an affordable campsite and conference retreat located just one hour's drive from Sydney's CBD, in the beautiful and secluded Berowra Valley Regional Park.

Nestled alongside the Berowra Creek in the tranquil Galston gorge, Crosslands provides a range of accommodation options for large and small groups – from camping (with hot showers) to cabins (ensuite) to self-contained cottages. It has open spaces, meeting rooms, a commercial kitchen, and a heated swimming pool.

Recreational activities offered at the venue include kayak and canoe hire, tennis and basketball courts, volleyball court, bushwalking tracks, abseiling and challenge courses.

We also acknowledge the Aboriginal and Torres Strait Islander people who are the traditional custodians of the land. We pay tribute to elders past and present and acknowledge that they have cared for this country over countless generations.

Purpose of the position

The Outdoor Education Program Manager is an exciting new position (Fulltime 12-month contract) for a highly motivated individual who will take responsibility for the on and off-site design, planning, coordination, promotion, delivery and evaluation of creative outdoor Christian educational and recreational programs for schools. A strong emphasis of the role will be to deliver the programs within a Christian context following all the regulatory risk management and safety guidelines.

Key attributes of the person

- Be a practicing Christian with a strong understanding and commitment to the mission and values of the Seventh Day Adventist Church
- Enjoys working in the outdoors
- Has a passion for young people

- Likes to work in a collaborative and autonomous way
- Is creative
- Is flexible and has a growth mindset
- Has a sound understanding of safety and risk management processes in the outdoors
- Is a good communicator and a team player

Key Duties/Responsibilities

- Design, implement and manage on and off-site short stay high quality creative outdoor education and recreation programs, within a Christian context, to a variety of Christian schools
- Promote the programs to Christian Schools

- Collaborate with the schools to ensure that the programs meet the needs and goals of clients as well as identifying goals of future programs
- Create and implement Policies and Procedures and Risk Management protocols for all programs according to Industry Standards and the expectations of the Seventh-Day Adventist Church
- Conduct activities in accordance with Standard Outdoor Industry Operating Procedures
- Adherence with all the legal requirements of the NSW Children and Young Persons (Care and Protection Act) 1998 and the Seventh-Day Adventist Schools Child Safe Standards.
- Uphold the standards, philosophy and values of the Seventh-Day Adventist Church

- Ensure that all business is conducted in a professional and Christian manner
- Recruit, train, support and manage appropriately qualified and experienced Outdoor Education staff to uphold the goals of the programs and values of the organisation
- Coordinate the casual staff rosters and holidays
- Provide support on all onsite and offsite programs as required
- Create and manage a supportive and cohesive staff culture based on the values of the organisation to ensure the well-being of all staff

- Oversee and manage logistics for all programs
- Attend regular meetings within and outside of the organisation as required

- Liaise with the Administrative supports and other Departments (ie Youth) at the Greater Sydney Conference as required/needed to ensure that all programs are delivered according to the mission of the Seventh-Day Adventist Church.
- Liaise with the Crosslands caters to ensure that all the dietary and medical needs of the clients are catered for appropriately.
- Manage all programs within the allocated budget and submit budget requests annually
- Manage information in a sensitive way upholding the principles of privacy and confidentiality
- Contribute to any other aspect of program maintenance (ie cleaning and tidying-up) or delivery (ie helping out on program) as required/needed
- Organise transport as required
- Oversee the maintenance of all equipment related to the programs in conjunction with the Crosslands Manager
- Maintain a good working relationship with the Crosslands Manager, Crosslands Board and other key people in the Seventh- Day Adventist Church Network
- Report to the Crosslands Board on Program KPI's as required
- Assist and/or coordinate Emergency Evacuations
- Oversee and coordinate inspection of all program equipment
- Stay in touch with current best practice in the Outdoor Education industry and implement change when necessary and/or after consultation with the Crosslands Manager and Crosslands Board
- Evaluate the success and effectiveness of programs in accordance with industry evaluation methods
- Research new program options

Key Accountabilities

- Reports to the Crosslands Manager on a day-to-day basis
- Reports to the Crosslands Board at quarterly meetings on program KPI's
- Raise the profile of the programs in Christian schools and the Outdoor Industry
- Ensure that all the programs; learning outcomes and reporting procedures aligned with best practice and within the values and mission of the Seventh-Day Adventist Church

Key Challenges

- Ensuring that programs meet the specific objectives required by clients and managing the varied expectations of clients
- Ensuring the safety of all participants and staff
- Ensuring that all programs are conducted according to all the Policy and Procedures particularly Safety and Risk management processes

- Ensuring that the mission and values of the Seventh-Day Adventist Church is reflected on program delivery
- Maintaining current knowledge of current trends in Christian program development and operating standards for such activities
- Balancing a high work volume
- Working within a limited budget
- Working with casual staff

Requirements

ESSENTIAL

- Be a practicing Christian with a strong understanding of and commitment to the mission of the Seventh-Day Adventist Church
 - Recognised Cert IV or higher in Outdoor Education/Recreation qualifications with competencies in Abseiling, Challenge Rope Courses and Canoeing/Kayaking
 - Proven experience in the design & delivery of on and off site single and multiday programs within a Christian context and the managing of staff within these programs
 - Proven experience in the management of administrative systems and activity logistics
 - Excellent communication, organisational and problem-solving skills and the ability to work independently and under pressure
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- A sound understanding of the Risk Management and Work, Health and Safety practices in the Outdoor Industry
 - Current Wilderness First Aid qualification (or willingness to obtain)
 - An understanding and a passion for the preservation of the natural environment
 - Current Driver's License
 - Current Boat License (or willingness to obtain)
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- Current NSW Working With Children Check clearance
 - Proficiency with Windows Microsoft Office 365

DESIRABLE

- Tertiary qualification in either Education, Outdoor Education, Psychology, Social Work, or Social Sciences
- Bronze Medallion Qualification (or willingness to obtain)
- A background, understanding and interest in the identification of Fauna and Flora
- A minimum 5 years management experience in the industry
- Highly effective Interpersonal skills and ability to relate to people from culturally and linguistically diverse backgrounds