



Beaconhills College

Outdoor Education Program Co-ordinator

Beaconhills is proudly a co-educational Christian College with an open-entry enrolment policy. Our College provides outstanding educational opportunities to a large number of families in the outer south-eastern suburbs of Melbourne. We have two large campuses, both providing education from Prep to Year 12, with our Little Beacons Learning Centre at our Pakenham Campus.

The Beacon Explorers – Program Co-ordinator's primary responsibilities are divided into three areas attend to all pre and post-program duties to ensure the smooth running of all Beacon Explorers programs, Co-ordinate all aspects of the campus program while in the field and to Lead and mentor Beaconhills staff and students on Beacon Explorer programs.

This position will lead programs and assist teaching staff to deliver learning outcomes through a range of different environment, countries and adventure activities ranging from 3 – 12 days in length.

Central to the role is developing and fostering positive relationships with students and staff through the Beacon Explorers program. The position requires excellent interpersonal skills communication skills to be part of the development and fostering of a sound learning and wellbeing culture across the college.

The incumbent must have a demonstrated flexible work approach, and enjoy the challenge of delivering an experiential education program that is aligned with the College's holistic education vision.

The incumbent must have the ability to earn the respect and confidence of students and parents, and gain the respect, confidence and support of staff throughout the College. The incumbent must also demonstrate an ability to work autonomously and poses strong organisational and planning skills. The position requires the incumbent to spend long hours outdoors and they should be familiar with outdoor safety and natural conditions.

This ongoing full-time position will start approximately on Wednesday 16 January 2019.

Key Responsibilities

- Lead and support on all Beacon Explorers programs, including outdoor education programs, co-curricular programs and Global Beacons programs
- Attend and participate in College camps (approximately 60 days in the field including overnight stays).
- Ensure completion of all post-program reporting
- Assist with managing operations and resources for cost-effective achievement of program goals
- Contribute to developing Beacon Explorers curriculum to reflect the latest developments in holistic education
- Ensure effective communication of risk exposure to the College community
- Ensure the administration functions of Beacon Explorers programs (pre-program, during the program and post-program) are completed, including managing student information, first aid preparation, booking accommodation and data entry.
- Develop and maintain excellent communications and relationships with all stakeholders
- Work collaboratively with teaching staff and members of the Beacon Explorers team
- Encourage students to abide by College policies
- Support a range of College events and activities at all campuses as required.
- Comply with all WHS requirements including taking reasonable care for personal health and safety and the health and safety of others in the workplace.

Competencies

- Proven group management skills
- Excellent interpersonal skills and communication skills, including the ability to interact effectively with a range of customers, including parents, students, staff and suppliers
- High-level organisational and time management skills
- Strong decision-making, problem solving and analytical skills
- High level of physical fitness
- Sound computer skills, including knowledge of and proficiency in the Microsoft Office suite
- Commitment to understanding and supporting the College's vision and ethos, policies and procedures
- Ability to work as part of a team or independently
- Ability to handle multiple tasks
- Ability to demonstrate initiative and work under pressure in a calm, confident manner
- High degree of confidentiality and discretion

Key Selection Criteria

To be appointed into this position, a candidate would meet the following selection criteria to the satisfaction of the selection panel and the Headmaster:

- A minimum of 3 years logged experience working with school students in a journey-based outdoor educational context
- Demonstrated ability to identify and mitigate risk in outdoor, urban and group settings
- Demonstrated experience in leading 5+ day expeditions/tours
- Possess an awareness of current wellbeing, experiential and risk management philosophies and practices
- Be fully conversant with WHS codes of practice and regulations
- Written and oral proficiency in English
- The incumbent **must** hold or be in the process of obtaining:
 1. A current wilderness/remote area first aid qualification, or equivalent or higher
 2. A Royal Life Saving Society Bronze Medallion (surf bronze preferred)
 3. A current full manual drivers licence (a Light Rigid licence and Driver Accreditation will be required before commencement)
 4. A current employment Working With Children Check
 5. A current Police Certificate
 6. Australian citizenship or permanent residency

Applications

Applications should include:

- A cover letter that addresses your suitability to the listed selection criteria
- A curriculum vitae detailing your qualifications and experience
- Contact details of three professional referees.

Applications can be sent to jobapplications@beaconhills.vic.edu.au before **9am on Monday 3 December 2018**.

Any questions can be directed to **Sam Maddock** at **1300 002 225**.

**CLICK FOR FURTHER
INFORMATION AND TO APPLY**