

Mittagundi Outdoor Education Centre

POSITION DESCRIPTION

Business Manager

It is a rare chance to be the administrative backbone supporting our professional team to deliver opportunities for young people on our classic outdoor programs.

This position is:

- Part time with flexible hours. We expect the position will be for around 8 to 16 hours per week. It will be largely up to you to set the hours that you work.
- Not based at Mittagundi. Can be based anywhere with good phone and fast internet.

What is Mittagundi?

Mittagundi Outdoor Education Centre is an independent, not for profit organisation established to provide educational experiences and opportunities for young people in the mountains. The property is set up as a pioneer styled farm in the Glen Valley, Victoria (about 50 km north of Omeo). We run courses for young people aged between 14 and 17 who spend ten days learning about the local mountains themselves and others through a journey of bushwalking, rafting, abseiling, being a tangible part of a farm and living as a community or on a six to nine day alpine program during our winter season. Programs are based on working together as a community with key values of respect, fairness, responsibility and safety. There are opportunities to experience simplicity, be resourceful and value people above all else.

Key Selection Criteria

Superb Organisational Skills

You'll be undertaking a range of administrative functions that require excellent organisational skills and good computer skills. You'll be working with several web based systems to effectively maintain our bookings database.

Effective Communication Skills

You'll be the front line on the phone and email liaising with our community. You'll need to be friendly, efficient and great at answering questions.

Demonstrate a strong flexible work ethic; ability to take on increasing responsibility and autonomy in work

You'll be working remotely and will have a lot of flexibility in how and when you work. You'll need to demonstrate the ability to take initiative and work through problems getting help and support from the Director as required.

Understanding of Mittagundi philosophy

To support your role you'll need a solid understanding of Mittagundi and the work that we do.

Current drivers Licences and Working with Children Check

Drivers licence and working with children's check are both practical requirements

Key Responsibilities

Reports: to the Director(s)

School Liaison and Bookings Management

- Liaising with Schools, community groups and other organisations that send young people to Mittagundi
- Managing the bookings system with the aim of maintaining full programs.

Book Keeping

- Managing Mittagundi's books on a monthly basis.

Marketing

- Newsletter
 - Collating articles, formatting and liaising with printers.
 - Maintaining the database
- Website
- Facebook
- Events
- HR Support - providing administrative support to the Director

Fundraising

- Actively co-ordinating events and fundraisers
- Applying for relevant Grants & donations from Philanthropic organisations
- Aim to increase fundraising by more than the cost of your pay

Regular visits to Mittagundi

- The role is not based at Mittagundi
- Regular visits (4 per year)

Projects

- Taking on different projects and tasks as directed.

Active Part of Mittagundi's Operations

- Representing Mittagundi and being active in the Community: From supporting neighbours, writing letters to running community events: Pioneer Skills and the Bushdance, Locals Dinner, The Hop, Markets, Fundraisers (such as wine bottling) and Community nights ('Meet the crew' in Melbourne), Wollangarra Open Day.

Remuneration Package

- Part time, \$20 p/h plus super, 1 to 2 days per week.
- Mittagundi will pay for reasonable costs ie. phone etc.
- Formal and in house training including:
 - Book Keeping (Introduction to MYOB)
 - *Please note: Other training and professional development is available by negotiation if you already have one or some of the formal qualifications and tickets we offer.*

Practicalities

- Position starts in Early November although this is flexible.
- The position is a part time commitment.
- Duration: 1 year initially with a view to continuing over the longer term.

- You will need to provide your own computer and space to work.

To Apply

Contact Tom Hay (Mittagundi Council Chair) on 0417 345 181 or tom@mittagundi.org.au to discuss the position and let us know your interested.

Information is also available on Mittagundi at www.mittagundi.org.au

To apply, please email a CV and application letter addressing selection criteria

Applications will close on the 31st of October with interviews running through October and November.