

## **DIRECTOR ROLE COMMENCING 2018**

'An amazing journey of personal and professional development'

Mittagundi Outdoor Education Centre is an independent, not-for-profit organisation established almost 40 years ago to provide opportunities for young people from all walks of life to live and enjoy the challenges of a remote and simple lifestyle.

Mittagundi is an outdoor education centre established with the belief that young people, mountains, purposeful work and challenges are natural partners. Mittagundi is situated on a 400 acre property near the old gold mining town of Glen Valley on the Upper Mitta Mitta River, north of Omeo.

The main purpose of Mittagundi is to provide programs for young people (14 - 17) to explore Victoria's High Country and themselves. We run nine day courses throughout the year and in winter five, seven and ten day ski trips. Young people spend time bushwalking, camping, abseiling from nearby cliffs, rafting the Mitta Mitta River and helping to run a pioneer style farm.

The atmosphere at Mittagundi is simple, honest and happy. There are no watches, no phones, no timetables and no money. Instead there is an opportunity for young people to live and work together in an environment where people matter more than anything else. Mittagundi provides an amazing experience for young people not replicated by any other organisation.

We are truly unique in what we do; we are deliberately small, we intentionally receive no government funding, all staff are volunteers, and we are very successful and exceptionally proud of the good work we do with young people.

### **JOB DESCRIPTION**

The Director's role is immensely challenging and rewarding.

As the Director you will be responsible for overseeing the day-to-day management of Mittagundi and executing the strategy set down by the Mittagundi Council.

Your primary focus will be to run successful and rewarding programs for young people.



To do this you will be required to draw on a large range of skills including outdoor education, knowledge of the bush, educating others about environmental sustainability, practical farming skills and fund raising to support our small successful no-profit organisation.

You will live at Mittagundi in the peaceful Glen Valley area with the staff team and have the opportunity to become part of the local community.

It is expected you will fulfil the role for a minimum of two years with the option of a possible third year.

## **RESPONSIBILITIES**

### **• Foster the spirit that makes Mittagundi work so effectively**

Mittagundi's core strengths come from its community, people and the environment.

### **• Implement and build on the Strategic Direction Plan for Mittagundi**

The Strategic Plan is facilitated by the Mittagundi Council in consultation with the Mittagundi community and considers the particular skills of the Director and staff.

### **• Manage the operations of Mittagundi**

Mittagundi is a place that requires basic practical skills, an understanding of bush life and an ability to live a simple lifestyle in a remote part of Victoria.

Skills in outdoor activities such as bushwalking, basic farming and people management and the desire to improve or learn these skills are desirable.

Leading and working alongside staff and young people in the mountains and at Mittagundi.

Implementing modern risk management, occupational health and safety and compliance (whilst retaining unique experiences for young people)



## • **Select, manage and work with the Mittagundi staff**

The effectiveness of Mittagundi is dependent on the contribution and cohesion of the staff. The Director will be required annually to select a staff of about four or five who work as a team to deliver our courses (the staff team will most likely include a Program Manager and at least two qualified Outdoor Education specialists).

The position requires the ability to motivate and work with a small group of other people in often demanding times.

The Director will also have responsibility to employ and work effectively with the Bookings and Communications Manager, the Building Maintenance Manager, the Staff Support person and the Book Keeper.

## • **Find and work with the young people involved**

Mittagundi participants are drawn from diverse backgrounds and are normally aged from 14 – 17. The Director must have a love of working with young people and be willing to motivate them and to help them find out more about themselves, their society and environment. This requires careful guidance and considerable patience and tolerance.

## • **Maintain and expand the Mittagundi "network" and fundraising activities**

Mittagundi requires the ongoing participation of young people and support of its community to survive.

Your role will include ensuring course bookings are maximised by taking the Mittagundi message to schools, community groups and youth organisations.

As an independent not-for-profit organisation, Mittagundi relies heavily on donations and fundraising events to survive.

Supported by the Council and working with the Bookings and Communications Manager you will have primary responsibility for ensuring the ongoing financial viability of Mittagundi.

As such, your role will also include liaising with existing supporters of Mittagundi as well as creating new ones to ensure the vibrancy and



enthusiasm of the Mittagundi community is maintained and Mittagundi continues to generate a philanthropic stream of revenue.

## **KEY QUALIFICATIONS and PERSONAL TRAITS**

### **Essentials:**

- Experience working with young people, preferably in the outdoors
- Experience in leadership and management of a team
- Highly-developed communication and people skills
- Passionate about the Mittagundi lifestyle and philosophy
- An awareness of safety issues and risk-management strategies appropriate for the setting
- Highly motivated and pride in what you do
- Resilience and adaptability
- Current Driver's Licence - unrestricted manual
- National Police and Victorian Working With Children's checks
- A sense of fun, wonder and adventure
- Willingness to learn

### **Good to have:**

- Small business management skills and/or the willingness to learn
- Fundraising experience
- Practical skills that may benefit Mittagundi; e.g. farming, mechanics, building, outdoor skills, small bus licence and a current Wilderness First Aid certificate

## **SUPPORT**

### **As the Director you will have the assistance of:**

- **Program Manager** – the role of the Program Manager is to assist the Director in staff-team management and running programs. The Program Manager is based at Mittagundi. The Director will be expected to work very closely with the Program Manager to deliver high quality full courses and may be required to carry out some of their duties from time to time.
- **Booking and Communications Manager** – the role of the Bookings and Communication Manager is to assist the Director with, amongst other matters, enquiries, course bookings, marketing and fundraising. The Bookings and Communications Manager is a part time role and is based off site.



- **Buildings Maintenance Manager** - the role of the Buildings Maintenance Manager is to ensure the quality of the Mittagundi infrastructure is both maintained and improved. The position may be either on or offsite.
- **Book Keeper** – the role of the Book Keeper is to manage the accounts and liaise with the Treasurer. The role is offsite.
- **Staff Support** - the role of Staff Support is to provide an additional support structure for staff during their time at Mittagundi. The aim is to help staff work through any issues or concerns that they want to discuss offline. The role is voluntary, offsite and reports to the Director.

All of these positions will report to you as the Director.

The Director is responsible to the Mittagundi Council and reports to the Council Chair Person.

The Mittagundi Council is made up of a broad range of people (currently 11) who are tasked with ensuring Mittagundi is a viable and successful organisation that adheres to its principles and will remain for future generations to come.

To fulfil this aim, the Council will assist and support you as the Director. As Director you will participate in the majority of Council meetings (currently 3 face to face half day meetings and 3 or more group conference calls.)

With the approval and support of the Council, the Director will have reasonable latitude to set the overall direction of Mittagundi in accordance with its guiding philosophies, the Mittagundi Strategic Plan and their own particular set of experiences.



## REMUNERATION

Mittagundi provides a Director's package with a total value of approximately \$60, 000.

It includes:

- Honorarium (\$30,000 p/a plus Super)
- Food and Board
- Mobile phone and call costs
- Use of a vehicle
- Use of outdoor gear
- Training, Courses and Professional Development

During your appointment as Director at Mittagundi, the property is considered to be your home and all accommodation, food, transport and personal needs are provided during and between programs.

## SOME OTHER POINTS

- You will live onsite and part of the team
- Most of your time will be devoted to Mittagundi oriented tasks. You will become the focus and face of Mittagundi for many people
- Your staff will be your friends, housemates, employees and co-workers. You will need to be supportive, compassionate, discrete and directive at times.

It helps to have:

- A love of early mornings
- A desire and passion to live a life in a simple honest way
- A strong personal belief in Mittagundi's philosophy

Overall, it is an extremely rewarding job for someone who is committed to helping young people. There is little structure to each day, and often no real line between work and leisure.

It is hard work, but the rewards are many, the satisfaction immense, and the experiences invaluable. Mittagundi will change your life!



## WHEN DO YOU START?

It is envisaged the successful applicant would be available to conduct a handover with the existing Director in the next few months with a view to starting in the Director position in 2018.

Our programs begin in early March each year with the first few months devoted to training and team building in preparation for the year ahead.

## APPLYING FOR THE JOB

Written applications should be submitted as soon as possible:

By Email to [chair@mittagundi.org.au](mailto:chair@mittagundi.org.au)

or, By Snail Mail to: Bruce Crosthwaite  
Mittagundi Councillor  
Level 20,  
385 Bourke Street,  
Melbourne VIC 3000

Applications will close by close of business on the 30th September 2018. Please note that we will be interviewing on an ongoing basis. Applications should be submitted ASAP.

Interviews will be scheduled with the applicant shortly after application has been submitted. Please include contact details for at least 3 referees. Your application should address the key qualifications and personal traits as well as the other dynamics described in the job description. All applications will be treated in the strictest of confidence.

## FOR FURTHER QUESTIONS or MORE INFO

Please contact our Council Chair Person, Mike Heffernan:

By Email: [chair@mittagundi.org.au](mailto:chair@mittagundi.org.au)

or Telephone: 0417 502 331

Alternatively, check our website: [www.mittagundi.org.au](http://www.mittagundi.org.au)

