

DIRECTOR ROLE COMMENCING 2022

Mittagundi Outdoor Education Centre is an independent, not-for-profit organisation established over 44 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 630-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(s) you will be responsible for overseeing the day-to-day management of Mittagundi and executing the strategic plan 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 non-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 a possibility of a 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(s) 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. Director(s) are responsible:

- For managing the outdoor activities/programs with young people and the property, including animals, land and buildings.
- To manage and work alongside staff and young people in the mountains and at Mittagundi.
- To implement risk management, occupational health and safety and compliance (whilst retaining unique experiences for young people)

The Director(s) are responsible to the Mittagundi Council and reports to the Council Chair Person. Director(s) are required to participate in Council meetings throughout the year. (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(s) will have reasonable latitude to set the overall direction of Mittagundi in accordance with its guiding philosophies and the Mittagundi strategic Plan.

Select, manage and work with the Mittagundi staff

The effectiveness of Mittagundi is dependent on the contribution and cohesion of the staff. The Director(s)

- Will be required annually to select a staff team made up of 5-6 staff depending on qualifications and experience
- Must be willing to manage and guide the journey of the staff team. You will need to be supportive, compassionate, discrete and directive at times.
- The Director will also have responsibility to work effectively with the Bookings and Communications Manager and the Staff Support person.



Maintain and expand the Mittagundi "network" and fundraising activities

- Mittagundi requires the ongoing participation of young people and support of its community. Mittagundi's participants are drawn from diverse backgrounds. The 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. 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 Selection Criteria

KSC 1

Demonstrated behaviours and values consistent with Mittagundi's philosophy.

KSC 2

Demonstrated experience planning and implementing programs working with young people, preferably in the outdoors.

KSC 3

Demonstrated high level leadership experience and management of a staff team

KSC 4

Demonstrate high level written and verbal communication skills and high-level interpersonal skills including a capacity to develop constructive relationships with young people, staff and the Mittagundi community

Good to have:

- Small business management skills and/or the willingness to learn
- Fundraising experience
- Practical skills that may benefit Mittagundi; e.g. farming, mechanical, building and outdoor skills.
- A passion for hard work and the understanding of the reward from this.
- A love of early mornings



Support

As the Director(s) you may have the assistance of:

Booking and Communications Manager – the role of the Bookings and Communication Manager is to assist the Director(s) 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.

Staff Support - the role of Staff Support is to provide an additional support structure for staff during their time at Mittagundi.

Mittagundi Council - 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(s).

Remuneration

Mittagundi provides a Director's package, which includes:

- Honorarium (\$25-\$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 including
 - Wilderness First Aid
 - 4WD
 - Defensive Driving
 - Communication and Conflict Resolution
 - Food Handlers

During your appointment as Director(s) 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 as 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.
- The staff will be your friends, housemates, employees and co-workers.

It helps to have:

- 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. 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(s) would be available to conduct a handover with the existing Director, towards the end of 2021 with a view to starting in the Director(s) position January 2022.

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

Applications must include a written response to all selection criteria. Please include Curriculum Vitae with relevant qualifications and trailing. Applicants are to submit the names and full contact details of at least 3 professional referees. The panel reserves the right to contact the listed referees or other people as part of the selection process. Appointment of successful applicants will be made subject to the satisfaction of pre-employment conditions. Further information about Mittagundi is available from our website www.mittagundi.org.au

Combined applications from suitable candidates wishing to act in a joint capacity are welcome.

Application should be submitted to: chair@mittagundi.org.au

Contact Person

Mike Heffernan - Mittagundi Chairperson - 0417 502 331

