



## **Position Description**

### **Outdoor Education Program Manager**

---

## **Organisational Overview**

Crosslands Youth & Convention Centre is an affordable campsite and conference retreat located one hour's drive from Sydney's CBD, nestled alongside Berowra Creek in the beautiful and secluded Berowra Valley Regional Park. The Centre is owned and operated by the Seventh-Day Adventist Church, a Christian organisation dedicated to sharing the love of Jesus. We are a Sabbath keeping community who believe in holistic health. *Click [here](#) for more information about the Seventh-Day Adventist Church in Australia.*

Crosslands provides a range of accommodation options for large and small groups – from camping (with hot showers) to cabins (ensuite), self-contained cottages, and dormitory facilities. 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, natural surface abseiling and rock climbing, flying foxes and challenge ropes courses.

The Centre acknowledges 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 for a highly motivated individual who will take responsibility for the design, planning, coordination, promotion, delivery, and evaluation of on and off-site Christian outdoor 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 Duties/Responsibilities**

- Design, promote, implement, and manage a range of high-quality outdoor education programs to Christian schools
- Drive the development and implementation of policies, procedures, and risk management protocols for all programs according to the expectations of the Seventh-Day Adventist Church and Australian Adventure Activity Standards.
- Liaise with the Administrative supports and other Organisational Departments (i.e. Youth, Education) at the Greater Sydney Conference as required/needed to ensure that all programs are delivered according to the standards, philosophy and values of the Seventh-Day Adventist Church.



- Collaborate with schools to ensure programs meet their goals and needs, to evaluate the success and effectiveness of programs, and to find opportunities for continuous improvement
- Ensure all program operations are compliant with legal requirements and the Seventh-Day Adventist Schools Child Safe Standards.
- Recruit, train, support and manage appropriately qualified and experienced Outdoor Education staff, creating a supportive and cohesive staff culture based on the values of the organisation to ensure the well-being and development of all staff
- Manage activity logistics for all programs, including staffing, activity programming, and equipment requirements
- Oversee the inspection and maintenance of all activity-related equipment
- Manage program and equipment budgets and submit annual budget requests
- Liaise with the Crosslands caterers to ensure that clients with dietary and medical needs are appropriately catered for
- Liaise with the Crosslands bookings staff to ensure that client's accommodation, venue hire, and transport needs are appropriately addressed
- Assist with and/or coordinate first aid, emergency response or evacuations as required
- Engage in regular professional development to continually improve personal skills, maintain awareness of current outdoor industry best practice, and provide expert advice to the Crosslands Manager and Crosslands Board on activity related matters
- Report to the Crosslands Board on Program KPI's as needed
- Conduct all business in an ethical and professional manner, maintaining the privacy and confidentiality of clients, staff and the organisation.

### **Key Accountabilities**

- Report to the Crosslands Manager on a day-to-day basis
- Report to the Crosslands Board at quarterly meetings on program KPI's
- Raise the profile of the Crosslands and outdoor programs in Christian schools and the Outdoor Industry
- Ensure that all the programs, learning outcomes and reporting procedures align with the standards, philosophy and values of the Seventh-Day Adventist Church, with legal requirements, and with current outdoor industry best practice

### **Key Challenges**

- Ensure that programs meet the specific objectives required by clients and manage the varied expectations of clients
- Promote the safety of all staff, participants, and site visitors
- Ensure that all programs are conducted according to policy, procedures, and risk management protocols
- Ensure that the standards, philosophy and values of the Seventh-Day Adventist Church are reflected on program delivery
- Maintain current knowledge of outdoor industry best practice standards, and trends in Christian program development and education
- Balance a high work volume
- Work independently and collaboratively
- Work within a limited budget
- Work with casual staff

### **Key Personal Attributes**

- Be a practicing Christian with an understanding and commitment to the mission and values of the Seventh Day Adventist Church
- Enjoy working in the outdoors
- Be passionate about supporting the development of young people
- Be a creative problem solver
- Be flexible with a growth mindset
- Have excellent safety and risk management skills
- Have highly developed interpersonal and communication skills

### **Role Requirements**

#### **ESSENTIAL**

- Be a practicing Christian with an understanding of and commitment to the mission of the Seventh-Day Adventist Church
- Recognised qualifications in Outdoor Education/Recreation (Cert IV or higher) with a range of Outdoor Education/Recreation skill sets



- Experience in the design & delivery of on and off site single and multiday programs
- Experience managing activity and program staff
- 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
- A sound understanding of the Risk Management and Work, Health and Safety practices in Education and the Outdoor Industry, including NSW and Australian Adventure Activity Standards and Good Practice guidelines
- An understanding and a passion for the preservation of the natural environment
- Current Wilderness First Aid qualification (or willingness to obtain)
- Current Driver's License
- Current Boat License (or willingness to obtain)
- Current NSW Working With Children Check clearance
- Proficiency with Microsoft Windows Office 365

#### DESIRABLE

- Tertiary qualification in either Education, Ministry, 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
- Highly effective interpersonal skills and ability to relate to people from culturally and linguistically diverse backgrounds
- Current LR/MR Driver's License