



2IC to Operations Manager

Full Time – 5 days, 38hrs P/W

A rare opportunity for the right Outdoor Education professional.

This 2IC role will see the successful applicant become an integral link in our not-for profit charity. Licola Wilderness Village is owned by the Lions Clubs of Victoria and Southern NSW with the underlying theme of providing opportunities for disadvantaged, disengaged, and deserving youth to come and have enriching, life changing experiences. We rely heavily on volunteers and the generosity of the Lions Clubs and their members to enable us to run programs that have immense impact.

This role would suit someone who has been in the Outdoor Education/Recreation industry for multiple years and is looking for their next challenge. This role is a hybrid of existing roles within Licola Wilderness Village designed to ensure that Licola can run 7 days a week 365 days a year. This 2IC role draws on responsibilities from current roles of Program Manager, Camp Manager and Operations Manager. A dynamic quick thinking, problem solving individual will thrive in this role where no two days will be the same.

Duties include:

- Understanding of grounds and infrastructure management
- Multi-skilled in camp bookings, administration and follow-up sales.
- Direct management of site facilities, coordinating maintenance and cleaning teams on day to day duties as well as managing large infrastructure projects.
- Supporting Program Manager in program design and delivery.
- Supporting Operations Manager in hiring of new staff and performance monitoring of existing staff
- Supporting Operations Manager and Admin Officer with invoicing, bookings, and finances when applicable
- Providing clear direction to all staff for day to day tasks required to run programs and maintain the site.
- Ensuring Accreditation, policies and procedures, risk management is maintained and adhered to.
- Being part of the 'On Call' roster.
- Running activities such as High Ropes, canoeing, initiatives, if the need arises.

Key Selection Criteria

- Understanding of volunteer culture
- Sound computer skills in excel, word, social media management, cloud storage
- Sound understanding of programming and demonstrated experience in client and staff management.
- Demonstrated experience in working outside previous job descriptions when required
- Understanding of what it takes to work for a Charity.
- Demonstrated experience in a leadership role.
- Demonstrated experience in programming and logistics of Outdoor Education programs.

Given the remote location of Licola Wilderness Village, the successful candidate will need to be familiar with the challenges of living remotely and creating positive impact within a small, close knit team. A 'can do' flexible attitude is a must. You will be required to think quickly and work well under pressure. You will also need to be someone who can contribute a positive outlook to the challenges we face in operating such a vast site in such a remote area.

This 2IC role offer great variety from office duties, bookings and finances, management of facilities and infrastructure as well as design and delivery of our outdoor recreation programs ranging from primary to secondary residential camps, school holiday programs for disadvantaged, deserving and special needs groups, to expedition based youth at risk programs.

Qualifications

- Cert IV in Outdoor Education/Recreation or above is highly desired
- Industry experience in managing a residential school camp or experience in Outdoor education in a range of formats from journey based to residential camps.
- Bronze Medallion or higher
- Experience in basic pumps, engines, carpentry skills in highly desired.
- Current Working with Children's check
- Wilderness First aid desired or willingness to obtain

This position comes with an attractive Salary package ranging from \$60,000 to \$70,000 PA incl Superannuation depending on applicant's skill and experience levels. On site accommodation is available to the right candidate.

So if you are someone who loves outdoor education but you don't want to be 'in the field' all the time and you don't want to be 'in the office' all the time then this role might just be perfect for you, it's a mix of both.

If this unique opportunity appeals to you please send a copy of your CV with 3 Referees and a cover letter addressing the KSC and why you would be perfect for this role to manager@licola.org.au or if you would like more information please call the office (03) 5148 8791

Starting Date: August/September 2020

Applications close when a successful applicant is found.

Please note: Applicants will be required to attend a face to face interview at Licola Wilderness Village.