

Position Description

Job Title:	Course Coordinator (WA)
Business Unit / Vertical:	Clients and Programs
Department:	Outdoor Education
Reporting to:	Program Manager
Key Stakeholders:	Operations; Outdoor Education; General Manager (State)
Number of Direct Reports:	Group Leaders
Location:	Karridale
Date Prepared:	April 2021

Company Information

The Outdoor Education Group (OEG) is a for-purpose organisation, seeking to make learning outdoors accessible to all young Australians.

We help young Australians realise their personal best by creating experiences in the outdoors to grow their sense of self and the core skills that will help them navigate their future.

We help students grow; we help schools perform. We help parents enjoy more mature, independent children, helping young people become real world ready. From providing industry-leading pre-set courses to fully tailored, curriculum-integrated programs, we connect with schools across the country to bring education outdoors.

Founded in 1984, we employ 400+ diversely talented and experienced staff, and have our own training academy. OEG is part of a big and brilliant country, and our national presence provides extraordinary experiences for students in some of the world's most diverse and beautiful natural environments.

We need your help to deliver these experiences and impact these young Australians to help them become real world ready.

Your opportunity

To actively live the purpose of the organisation to deliver Outdoor Education experiences to young Australians. This role is at the forefront of enabling students to learn and to realise their potential.

From the pre-program handover from the Program Manager, as the Course Coordinator you will take primary responsibility to ensure program delivery meets OEG and client expectations.

Delivering experiences, communicating with a wide range of key stakeholders, this role holds challenge, engagement, excitement and growth.

Leading a team in the field on their journey with OEG, supporting and enabling their development and further contributing to the quality of our programs and the broader impact of development on our industry.

OEG Core Values

<p>Be pioneering. We chart new ground by placing the outcome at the centre.</p>	Lead, train, coach and mentor field team
<p>Navigate the journey. We are rigorous in our preparation and execution.</p>	With the Program Managers, own the overall relationship and scope of your programs, ensuring your client receives agreed conditions in contract at delivery.
<p>Guide towards exceptional impact. We empower each other and our customers through our powerful connection to the outdoors.</p>	Manage a small team of field staff, Professional Development plans for your allocated team while monitoring the wellbeing of your team
<p>Amplify the extraordinary. Together we focus on the positive difference we make for the future.</p>	Work with team, key stakeholders internally and within the school, such as Year Level Coordinators, to ensure successful delivery of programs
Key Accountabilities	
Program delivery	A large proportion of your time will be spent on programs, coordinating delivery. Ensure delivery of operational and logistical aspects of program meet expectations. Programs are delivered within the financial constraints as detailed in the client contract.
Team	Ensure everyone in the group leader team has a suitable development plan, that speaks to the areas of skill, knowledge and behaviour. Development is learner focused.
Education	Programs are outcomes focused and use model of explore reflect and wonder
Quality	Understanding expectations and being able to deliver on these while supporting the team
Skills and Experience	
Experience leading a team of people	
Flexible, adaptable and creative, able to problem solve and think constructively with a solution focussed mindset	
Experienced and effective at communicating across teams and departments in a manner that supports effective feedback and reporting	
Experience delivering outdoor education or experiential education. Understanding of the benefit it brings to the building of social capital in young Australians.	
Competencies	
Teamwork	<ul style="list-style-type: none"> ▪ Capacity to build a collaborative team ▪ Provide support and leadership that empowers and enables others
Communication	<ul style="list-style-type: none"> ▪ Timely open and clear communication is applied ▪ You listen actively to others
Quality	<ul style="list-style-type: none"> ▪ Ensure in field delivery meets all quality expectations ▪ Make well informed quality decisions within the scope of your authority
Problem Solving	<ul style="list-style-type: none"> ▪ Seek efficient solutions ▪ Follow OEG operational guidance to solve complex problems

Time Management	<ul style="list-style-type: none"> ▪ Manage your own and your teams time on task to ensure quality delivery is balanced with efficiency and appropriate work flow ▪ Ensure all planning and delivery tasks and functions are delivered effectively
Key Performance Indicators 3- 6 Measurable	
Outdoor leadership - Delivery	<ul style="list-style-type: none"> ▪ 100% programs resourced, as per client contract
Outdoor leadership – Quality	<ul style="list-style-type: none"> ▪ At least 4/5 feedback is gained for staff and students on all programs
Education	<ul style="list-style-type: none"> ▪ Programs have debrief and reflection session as appropriate to client expectation
Group Logistics	<ul style="list-style-type: none"> ▪ All standards, policies and procedures are adhered to.
Qualifications	
Current WA Working With Children Check Current National Police Clearance Current Remote Area (minimum) or Wilderness First Aid Current CPR Current SLSA Community Surf Rescue Certificate OEP 3	

It must be understood that when not in a CC role on a program, you will be required to fill the role of either a Group Leader, a Skills Instructor or a Stand-by.

Position Description Approved by Executive Director of Outdoor Education

Name: Andrew McGuckian

Signed: *A McGuckian* Date: 29/03/2021

Position Description Understood and Agreed by the employee

Employee Name:

Signed: Date: / /