

Road Safety Education Limited (RSE)

Position: Program Manager (Australia)



Reports to CEO/MD

Reporting to this Position

- Program Coordinators (Greater Sydney, Victoria and SE Qld)
- Program Administrator (Australia-wide regionals)

Member of the Group management team comprising:

- CEO/MD
- General Manager - Education & Communications
- Accountant/Office Manager
- New Zealand Manager
- [Program Director (during handover)]

Other Important relationships include:

- Communications Assistant
- RSE contractors (day managers and facilitators), suppliers and (Rotary) volunteers.

Required Skills & Experience (preferably with some in the education/services sector)

- A successful record of delivering results against established KPIs.
- Demonstrably strong skills in:
 - selling and marketing, analysis and plan implementation;
 - team leadership and training;
 - communication and presentation to individuals at all levels;
 - sales administration with attention to detail.
- Problem solver, with an ability to 'think on your feet'.
- Experience working in a multi-faceted work environment.
- Proficiency with Microsoft Office (especially with Excel).
- A builder of strong and trusted relationships.

Key Activities & Responsibilities

- Works closely with the CEO and the management team as the primary source of marketing innovation, strategies and plans in Australia.
- Directly and through the PC team, market RYDA to schools and achieve RSE Business plan objectives (measurement includes schools, students and new strategically located venues).
- As part of the management team help build and achieve the Plan.
- Development and maintenance of comprehensive records and market knowledge of road safety education (inc. other providers).
- Build and nurture strong relationships with key stakeholders including high schools, facilitators, relevant government contacts, Police and Rotary Clubs.
- Directly manage tier 2 sponsors and support the CEO in the management of tier 1 sponsors (partners).
- Work closely with staff to maintain overall control of the planning, implementation and QA of RYDA Program venues including following key tasks:
 - Schools bookings
 - Facilitator scheduling
 - Venues bookings
 - Financial management of all RYDA Program days
 - Rotary Volunteers
 - Quality Assurance at all RYDA Program days
 - Evaluations
 - Stakeholder Relationships

Other

Adopt a flexibility and willingness to assist with other tasks from time-to-time to assist the RSE in the effective management of RYDA and in promotion of the Program's interests and those of RSE.