

Position Description

Job title:	Programs Administrator
Reporting to:	Clint Miller, Program Manager
Salary:	Casual hourly rate plus super (Clerks Private Sector Award, level dependent upon qualifications and experience)
Hours:	Family-first role: days and hours negotiable. 2 - 3 days per week (9:30am – 2:30pm), March - November.
Location:	Ocean Grove, Victoria 3226

Purpose of the position

Destination Dreaming is an educational organisation that leads off-the-grid immersions in the Asia Pacific. By unplugging from technology, our intercultural programs build resilience and foster positive relationships that enhance people's human connections in a fast-paced world. The Program Administrator plays a critical role in supporting the Program Director, Program Manager and Program Leaders in the overall operations of Destination Dreaming.

By coordinating the administrative requirements of our education programs (such as liaising with school clients over the phone, booking suppliers, editing program documents, preparing Leader packs, entering evaluation data), this role is an integral part of the design and delivery of practical, education programs that develop resilient, empathetic global citizens.

Position Tasks

Document management: management of participant details (liaising with schools, DFAT, community partners and suppliers), entry of program evaluation data, recording of program expenses, review of program digital media.

Program preparation: preparation of pre and post program documentation for teachers, community partners, program leaders and suppliers, packing of Program Leader kits.

Basic logistical planning/coordination: liaising with travel agency regarding bookings, confirming student accommodation bookings.

Calendar management: liaising with teachers to book workshops, liaising with Program Leaders to book training/travel requirements, coordinating the Program Manager's diary.

Other: management of first aid kits, answering the office phone, general administrative assistance to the Program Director and Program Manager.

Qualifications, skills and experience (selection criteria A)

Essential	Desirable
Demonstrated previous experience in an administrative/coordination role	Post-secondary qualifications relevant to administration, management
Strong interpersonal skills, including the ability to communicate with and manage relationships with a diverse range of people	Previous experience working in the travel industry or outdoor education sectors
Intermediate to advanced proficiency in Google Drive, Google Docs, Google Sheets, GMail, ability to touch-type	Experience using Survey Monkey, MailChimp, Facebook and Instagram
Outstanding attention to detail, organisational and time management skills-required to administer/manage a complex set of programs and support Program Management	Previous experience in marketing or communications roles
	Basic understanding of accounting principles
	Experience working or living in a developing or remote community, particularly Timor Leste or Fiji

Personal qualities & behavioural traits (selection criteria B)

Essential
Initiative and ability to work independently (often unaccompanied during program periods)
Passion for, and ability to work consistently with Destination Dreaming's values (life-changing results, sustainable community engagement, learning through experience).
Proven ability to think creatively and strategically

Relationships

With	Purpose
1. Program Manager	The Administrator will be partly trained by the Program Manager, with ongoing support and supervision. The position is designed to

	provide extensive support to the Program Manager and thus work closely to meet operational requirements.
2. Program Leaders	The Administrator provides support to all Program Leaders in document preparation, kit preparation, liaising with Leaders regarding travel bookings and meeting times.

How to Apply:

Please email your application to: Kate Miller, Program Director via email
 <kate@destinationdreaming.com.au> with the subject reference 'Programs Administrator
 Application via Ethical Jobs'

Please include: a copy of your resume and covering letter succinctly addressing the selection criteria (with examples) and discussing your ability to fulfil the required duties. We do not require a lengthy application, but please concisely address the essential criteria at a minimum.

Applications close midnight 6th February, 2020.