



Program Manager – Top End & Arnhem Land

Position Description

Key Relationships	<ul style="list-style-type: none">• Reports to the Head of Region• Red Earth schools & groups travelling• Liaises with Program Manager, Business Development Team• Regional suppliers & contractors
Location of Role	<ul style="list-style-type: none">• Sydney CBD office• 20 days of travel to the region per year• Interstate travel to our partner schools (15 days per year)
Term	<ul style="list-style-type: none">• Full-Time
Value	<ul style="list-style-type: none">• \$75,000 - \$82,000 p.a. including superannuation, including \$100 per night allowance for remote travel• 6 weeks paid annual leave + days in lieu

Introduction

Are you an experienced account manager in the travel, outdoor education, tourism or events space? Do you have a history delivering programs to a very high standard? Do you enjoy delivering and continually improving programs? Are you exceptional at planning and managing suppliers and in-field staff? Are you ready for your next long-term role at rapidly scaling organisation?

Red Earth is growing quickly, and we are looking for a driven Program Manager who is passionate about helping young people connect to the Indigenous homelands of the Top End. This is an amazing chance for someone to deliver programs across the Top End, working at the cross-roads of education, tourism and the Indigenous space. This role will be primarily Sydney based but with opportunity to travel to our partner homelands in the Top End.

Team Outline

We are a small social enterprise with 18 employees focused on connecting school students to remote Indigenous Australia. We do this by creating ten-day Immersion programs to remote Indigenous communities and homelands where students learn from Elders, visit cultural sites, and volunteer on a service project in the community. As we are a small organisation, all employees work closely with one another.

Role Outline

Program Managers are charged with organising our immersions to remote Indigenous homelands and managing our school relationships. Apart from helping set the strategic direction for the program, the role has 5 main components:

1. Managing allocations for all assigned programs and implementing continuous program improvements.
2. Planning and booking for our immersion programs
 - Booking flights, tourism, transport & maintain relationships with our suppliers & providers in the region
 - Creating food orders and organising all catering for immersions
3. Providing on-going support to groups travelling to the region, and running pre-departure sessions for our travelling participants
 - Liaising with Red Earth staff to organise their attendance at Pre-Departure Meetings
 - Creating Pre-Departure meeting material



- Creating and managing online Portals for groups travelling
 - Visiting schools and groups travelling, to deliver Pre-Departure information, and/or collect feedback post-Immersion
4. Liaising with the Operations Manager to deliver immersions
 5. Work on the ground in remote communities (about 20 days a year) and regular interstate travel to present to school groups (15 days per year).

The role will primarily be office based, however there will be opportunities to travel to remote communities and work on the ground. Ideally, the Program Manager will be energetic, have a keen attention to detail, and a passion for experiential educational programs.

Desired Knowledge, Skills & Experience

- 3+ years Account management experience
- Experience booking and planning group travel or event management
- Experience working with schools
- Experience working in the Outdoor Education field is desired, but not essential
- Strong organisation skills, and the ability to work within a team
- Ability to work to strict timelines with independence and dedication
- Excellent interpersonal and people management skills
- Highly skilled in Microsoft suite of products
- Tertiary qualification ideal but not essential
- Knowledge or experience in remote Indigenous communities

How to Apply

To apply for this position, email your CV and a Cover Letter to:

Stuart Gregg: stuart@redearth.edu.au; and
Nick Brown-Graham: nick@redearth.edu.au

Applications close on Friday 3rd December 2021

Please address the Desired Knowledge, Skills & Experience and Role Outline in your cover letter.

Red Earth is an equal opportunity employer. In particular, we encourage people who identify as Aboriginal and or Torres Strait Islander to apply.