



SOAR Adventures Program – Program Support Manager FT Position - 12 Month Contract

Scripture Union is seeking the right person to assist with the growth and development of the innovative SOAR Adventures program targeting 'at risk' young people. Based in Bendigo, this person will work closely with the field workers by providing sound leadership in administration and systems management. The role reports directly to the SOAR Adventures Team Leader.

SOAR Adventures is a youth intervention and development program with a proven track record in dynamic life transformation for its clients. As the **Program Support Manager**, you will be part of a team dedicated to social justice for young people and their families. Scripture Union is a Christian mission agency, and the successful applicant will approach this position with a strong sense of personal mission.

The role includes:

- Developing the skill and accountability of the team in administration, resource development and communications
- Management and development of effective and efficient systems and processes to increase ministry capacity.
- Provide logistical support to adventure based camping programs
- Some overnight field work

The position requires a mature, proactive and energetic person; with well developed relational and organisational capabilities, excellent written and electronic communication skills, capacity to problem solve, meet deadlines, work under pressure and humbly and cheerfully support other staff and volunteers. This position is a key leadership role in **SU Victoria's SOAR Adventures**.

Please address the following key selection criteria:

KSC 1 - Practiced evangelical / missional Christian faith.

KSC 2 - Excellent written and verbal communication skills; including proficient with computer.

KSC 3 - Ability to lead the development and implementation of procedures and systems.

KSC 4 - Self motivated, able to work with minimal supervision, show initiative and able to delegate.

KSC 5 - Excellent interpersonal skills including a capacity to develop constructive relationships with young people, parents, other staff, and the business community.

KSC 6 - Holds qualifications in outdoor education, general education or management, or can demonstrate equivalent industry experience. Knowledge of Outdoor Ed is an advantage.

KSC 6 - Proven ability to prioritise a range of demands, meet deadlines and maintain accuracy in a high volume work environment.

KSC 7 - Proven team building ability and capacity to manage teams.

Applications for this position should:

- Address the Key Selection Criteria
- Include the names and contact details of two professional referees
- Be addressed to:
SOAR Adventures Director
PO Box 774, Bendigo. 3552.
E: brockg@suvic.org.au P: (03) 5410 1125
- **Be submitted by 5pm Friday 20th January, 2012**