**JOB DESCRIPTION**

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| Position Title: | Manager City Camp Programme |
| Position Type: | Full time |
| Location: | CBD Office, Melbourne |
| Reporting Relationship: | General Manager Camp Programmes |
| Remuneration: | $75,000 plus superannuation |
| Reviewed: | February, 2024 |

**The Context**

The Doxa Youth Foundation is a community-based organisation that was established in 1972. We offer a range of programmes to improve outcomes children and young people from disadvantaged backgrounds across Victoria. We have a particular focus on providing camps and assisting young people to succeed in their studies and the workforce.

**Roles and Responsibilities:**

This position is responsible for managing our City Camp that offers opportunities for children and young people to experience urban life and to explore all the fun things that Melbourne has to offer.

**Duties**

* Overall operational management responsibility of the city camp programme.
* Participating in the development and implementation of business and operational plans.
* Overseeing bookings and programming for School and Summer City Camps.
* Coordinating invoicing and collection of fees from service users.
* Assisting with the development and monitoring of annual City Camp budgets.
* Recruiting, inducting and training staff.
* Ensuring team members have access to appropriate professional development and training opportunities.
* Overseeing the Quality Tourism and ACA accreditation and ensuring compliance with standards.
* Managing and improving processes for identifying and mitigating risk.
* Participating in the evaluation of City Camp activities.
* Ensuring that necessary programme data is collected and collated.
* Building and maintaining relationships with a range of organisations including schools, activity and accommodation providers and support organisations
* Participating in supervision and professional development.
* Attending relevant internal and external meetings.
* Other duties as required.

**Selection Criteria:**

*Essential:*

1. An appropriate tertiary qualification of relevance to working with children and young people.
2. Skills and experience in leading and managing teams.
3. Proven track record in planning, developing and implementing programmes for children and adolescents.
4. Ability to develop and maintain relationships with a broad range of stakeholders including schools, activity providers and welfare organisations.
5. Strong interpersonal skills.
6. Good written and verbal communication skills.
7. Ability to manage budgets and monitor expenses.
8. Highly developed time management and organisational skills.
9. Demonstrated ability to work effectively as part of a team.
10. An appreciation of the issues facing disadvantaged young people, especially those from low socio economic, Aboriginal and Torres Strait and culturally and linguistically diverse backgrounds.

*Special Requirements:*

* Must provide current proof of registration for the Victorian Working with Children Check and undergo a National Police Check prior to employment.