Duke of Edinburgh Coordinator/Program Director

Who we are:

Southbound Adventures is an Outdoor Education company with over 30 years of experience delivering exceptional Outdoor Education experiences to school students from kindergarten through to Year 12, with our core focusing being Years 7 to 10. We specialise in Bronze, Silver, and Gold Duke of Edinburgh Adventurous Journeys, particularly Gold expeditions on the Overland Track in Tasmania! We are also part of the Travel is Living Group, with access to opportunities across partner companies such as World Horizons that offers international educational expeditions!

Based by the beach in the Illawarra, we operate across a diverse range of areas, including over 25 National Parks and 34 venues. This diversity is one of the many reasons our clients love working with us, and our team enjoys the variety of working in different locations on a weekly basis. We have also recently joined the Travel is Living Group, so there are exciting opportunities through their companies World Horizons and Unleashed such as leading international programs!

At Southbound Adventures, we believe that quality in everything we do is incredibly important. This starts with the team we work with and extends to the high-quality equipment we provide and the support we offer to our team. If you're interested in working with an organisation committed to providing exceptional Outdoor Education experiences, that values being a flexible, fun, and rewarding employer, then we want to hear from you!

Position Description: Duke of Edinburgh Coordinator/Program Director

Southbound Adventures is seeking an experienced outdoor professional to join our team!

The Duke of Edinburgh's International Award (DoE) Coordinator is responsible for the overall planning, coordination, and administration of the Award program within the organisation. This role overseas the development, delivery, sales and continuous improvement of Adventurous Journeys as well as Residential Programs. This includes both practice and qualifying expeditions, ensuring all activities align with the Award framework, organisational policies, risk management requirements and relevant safety standards. The Coordinator works closely with schools, participants, staff and stakeholders to ensure a high quality Award experience and successful participant outcomes.

As Program Director you would be responsible for providing leadership to our team in the field while delivering Outdoor Education experiences that meet the expectations of Southbound Adventures and our clients. The Program Director will need to collaborate closely with the Operations Manager and Human Resources Manager to ensure all aspects of the program, including logistics, catering, bookings, staffing and client needs are understood and confirmed If you can see yourself working in

the outdoors, leading a team of passionate educators, and delivering high quality Outdoor Education experiences, then this position is speaking to you!

This role is split between our office near Wollongong, and field based work, with an expected 100-120 field days in Program Director and Assistant Director roles on programs which are generally 5 days in duration but can extend to 9 days during our Tasmanian Overland Track Journeys or 2-3 weeks for international World Horizons journeys.

In this role you would:

- Design, prepare and deliver Duke of Edinburgh and Outdoor Education Programs. This includes effectively facilitating and delivering:
  - Duke of Edinburgh Programs from Bronze level up, as well as
  - Outdoor Education Programs for students aged between 5 and 18.
    - Including pre-program preparation, on program logistics and post program follow up with clients.
- Work in other leadership roles such as Assistant Program Director and Duke of Edinburgh Team Leader
- Manage all Duke of Edinburgh's Adventurous Journey Award requirements to ensure they are met and accurately documented, including participant records and online Award systems.
- Manage a team to deliver all Programs with a focus on safety, educational outcomes, efficiency, and positive team culture.
- Manage risk in an Outdoor Environment
- Build rapport quickly with clients and students
- Adapt to changing client needs & environmental conditions
- Assist in promotion, marketing, sales and retention of the Duke of Edinburgh's Journey Award to existing clients.
  - Additional to retention, to continue the growth of Duke of Edinburgh's Journey Award to existing clients.
- Assist with school presentations to students, staff and parents
- Assist with team field inductions
- Assist with the delivery of educational outcomes
- Assist in management of gear store and office complex
- Assist in general office administration and organisation
- Assist management staff in preparing for outdoor programs

Applicants must hold or be willing to obtain:

- Wilderness First Aid (or equivalent)
- Certificate IV in Outdoor Leadership (or equivalent, including New Zealand Quals)
- Minimum 3 years experience in the Outdoor Education Industry or equivalent relevant experience
- As part of our commitment to child safety, applicants require a Paid NSW WWCC and National Police check
- Current driver's license or the ability to obtain one

Applicants should display:

- An enthusiastic attitude to life and work
- An ability to inspire other team members
- An effective communicator with team members, teachers, parents and students
- An ability provide leadership to other team members
- An ability to manage an Outdoor Education program
- A willingness to be a positive role model for students and accompanying team members
- Proficiency in Microsoft Office Suite, including word and excel
- Highly organised with ability to prioritise and manage work time efficiently

Desirable

- Experience in leading/directing Outdoor Education programs
- Experience mentoring/supporting staff
- Previous experience delivering the Adventurous Journey component of the Duke of Edinburgh Award Scheme
- Mountain Biking Qualifications
- Vertical Rescue Qualifications
- Public Speaking skills
- Experience in towing trailers

This role includes:

- Being part of a high performing Team. We work hard to deliver the client experience we know we're capable of.
- Social Team activities throughout the year, including our Senior Team Day tradition (last year we climbed the Sydney Harbour Bridge, this year we went sky diving and go kart racing!)
- Professional Development and Training.
- Your Wilderness First Aid recert paid for.
- A Wilderness First Aid kit for use on program, maintained by Southbound.
- All meals and accommodation whilst on program.
- Team clothing package (SPF 50+)
- Permanent full time load – 38hours per week (averaged across 6 months)
- Accrue Time Off In Lieu (TOIL) that can be used to take paid days off.
- Additionally, earn 2 hours overtime per overnight at the applicable overtime rate.
- Opportunities for extended periods of leave during our quiet periods in Winter and over the Christmas holidays.
    - Team members have been able to take up to 3 months off in winter and with some planning in advance they can usually be paid for all of it using the Time in Lieu and Annual Leave available to them. Work is still available over this period, it's just a little quieter than peak season.

- Over the Christmas holiday period, 5 weeks off is also achievable, we're usually closed for 3 weeks in this period to ensure everyone can take some quality R&R time after a busy season.

Where: Various wilderness settings around NSW, with the potential for out of state or international locations. Our office is based in Albion Park, NSW.

Workload: 38hr full time load within the field and the office.

Base remuneration: based on skills and experience: **$75000 - $83000** per annum

Inclusive:

- First Aid Allowance
- Leadership Allowance

Exclusive:

- 12% superannuation
- Phone allowance
- Field Loadings and Penalty Rates
- Overtime
- Time in Lieu
- Annual Leave Loading 17.5%
- Training and Development

Starting: January 2027

To apply: please send Cover Letter and CV to

Rachel Salmon - HR Manager
Email: staff@southbound.com.au
Phone: (02) 4257 4888