

<b>Role Title:</b>	Maintenance & Farming Assistant
<b>Department/ Team:</b>	Operations/ Camp Coolamatong
<b>Location:</b>	Camp Coolamatong - Banksia Peninsula, Victoria
<b>Reports to:</b>	Camp Coolamatong, Maintenance Manager

## SU Australia's Vision & Mission

SU Australia is an interdenominational Christian movement committed to supporting children, young people and their families to discover life through the provision of school chaplaincy services, camps, community-based missions, schools ministry, and at-risk youth programs. SU Australia also offers nationally recognised training programs in youth work through the SU Institute of Training (RTO 30548).

SU Australia is part of the worldwide Scripture Union movement, a movement of Christians working with churches to make God's Good News known to children, young people, and families and to encourage people of all ages to meet God daily through Bible reading and prayer. ([su.org.au](http://su.org.au))

SU Australia is a charitable 'limited by guarantee' not-for-profit organisation comprising more than 1,000 staff and thousands of volunteers, working with churches, and serving in communities in all states and territories across Australia.

All SU Australia staff and volunteers are empowered and equipped to champion a child safe culture and are committed to the highest standards of safety and care in our work with children, young people, and families.

## Purpose of Role

This role is a key part of the next phase of the Camp Coolamatong operations in supporting the leadership and management in maintaining quality facilities at all Camp Coolamatong's properties, along with the Farming operations. The incumbent will have the ability to support the Camp Director, Maintenance Manager, Assistant Director and Program Leaders in building a strong culture and a high-performance team and managing the various functions of programs and operations on both sites.

You believe that children and young people are precious and you will contribute to nurturing a culture and commitment to their safety within SU.

## Key Relationships

Primary Internal Stakeholders	<ul style="list-style-type: none"> <li>• Camp Coolamatong Director and reporting staff</li> <li>• Camp Coolamatong Maintenance Manager</li> </ul>
Other Internal Stakeholders	<ul style="list-style-type: none"> <li>• Volunteers</li> </ul>

External Stakeholders	<ul style="list-style-type: none"> <li>• Farm and maintenance suppliers</li> <li>• Local farmers</li> </ul>
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<b>Key Accountabilities</b>	
<b>Accountability areas</b>	<b>Responsibilities</b>
1. Maintenance	<ul style="list-style-type: none"> <li>• Assist with the general maintenance of any of the Camp Coolamatong properties, buildings, and facilities.</li> </ul>
2. Farming	<ul style="list-style-type: none"> <li>• Assist with the management of animals, including stock rotation, purchase and sale, vegetable garden, and veterinary consultations.</li> <li>• Assist with the management of farming infrastructure, including maintenance of fencing, pasture, and equipment.</li> <li>• Work within and support the budgeting process for farm related items.</li> </ul>
3. Intern development	<ul style="list-style-type: none"> <li>• Assist in training of staff and interns for delivery of farming activity.</li> <li>• Input into the growth of interns in their Christian faith.</li> </ul>
4. General assistance	<ul style="list-style-type: none"> <li>• Contribute in a variety of ways to the smooth running of camp e.g. helping with dishes, drop-offs for expeditions.</li> </ul>
5. Team contribution	<ul style="list-style-type: none"> <li>• Contribute to the immediate team and the broader teams in SU.</li> <li>• Participate in SU devotion activities including prayer retreats.</li> <li>• Contribute at team meetings.</li> <li>• Participate in wider organisation-based activities and learning opportunities.</li> <li>• Demonstrate behaviour in line with a child safe culture.</li> <li>• Comply with WHS requirements.</li> <li>• Protect your own health and safety.</li> <li>• Protect the safety of others. Report hazards, risks and all incidents.</li> </ul>

<b>Qualifications and experience</b>
<ul style="list-style-type: none"> <li>• Trade certificate in Building, Plumbing, and/or Mechanics would be advantageous.</li> <li>• Experience with farm animals and farming is desirable but not essential.</li> </ul>

<b>Competencies</b>	
<b>Competency areas</b>	<b>Definitions</b>
Technical / Professional	<ul style="list-style-type: none"> <li>• Experience in the Maintenance of Building/Properties.</li> <li>• Experience in managing a farming property including stock, pasture, infrastructure and the surrounding natural environment.</li> <li>• Experience in mentoring and coaching young adults.</li> </ul>
Attention to detail	Accomplishing tasks, no matter how small, showing concern for all

	aspects of the job. Accurately checking processes and tasks. Ensuring others can rely on the accuracy of work completed by the incumbent.
Collaboration	Working effectively with others in the organisation (including fellow team members and people in other teams) to accomplish organisational goals and to identify and resolve problems.
Communication (verbal and written)	Using effective interpersonal skills to present ideas and views to individuals or groups (including nonverbal communication). Targeting presentations to the characteristics and needs of the audience (should the role require giving presentations). Expressing ideas clearly in any written format (memo, email, and letter) with correct spelling, grammar and structure.
Continuous improvement	Using initiative to identify and suggest improvements to processes and procedures. Analysing options for procedural improvements and documenting outcomes.
Customer service	Making efforts to listen to and understand stakeholders (both internal and external). Anticipating stakeholders' needs and giving high priority to stakeholder satisfaction.
Problem solving	Analysing problems effectively, evaluating alternative courses of action, exercising sound judgement and taking action in line with the level of authority of the role.
Self-management	Managing one's own wellbeing and workplace behaviour in order to contribute to a positive culture within SU. This includes: <ul style="list-style-type: none"> <li>• Maintaining and promoting social, ethical and organisational norms in line with a Christian ethos;</li> <li>• Taking actions that indicate a consideration for the feelings and needs of others; being aware of the impact of one's own behaviour;</li> <li>• Maintaining stable performance under pressure and managing one's own stress effectively;</li> <li>• Handling disappointment and/or rejection while maintaining effectiveness;</li> <li>• Demonstrating perseverance by staying with a plan of action until the desired objective is achieved or is no longer required; and</li> <li>• Being open to change and willing to adapt to new directions; adapting working style to blend with changes; and articulating workplace concerns in a respectful and constructive manner.</li> </ul>
Teamwork	Active participation in team effectiveness. Taking actions that demonstrate consideration for the feelings and needs of others. Being aware of the effect of one's behaviour on others. Proactively developing relationships. Using appropriate interpersonal styles and methods to inspire, guide and persuade others toward goal achievement. Working independently to a high performance standard when required.
Time management	Organising one's own workload to prioritise tasks appropriately and meet deadlines. Adjusting personal work routines to complete tasks required by others when necessary. Considering other people's needs when determining the order of work to be completed. Being proactive.

### Additional Requirements

SU Australia requires that the incumbent:

1. agree with, and agree to work under, the aims, beliefs and working principles of SU
2. be able to demonstrate a living and personal relationship with Jesus Christ
3. be able to show strong Christian character evidenced by servant leadership, valuing of people in general and marginalised people in particular
4. be a respectable member of a local Christian church we recognise
5. be in receipt of a current positive Working With Children Check for the purposes of child related employment
6. be willing to work under SU Australia's Conduct and Behaviour Standards

<b>Developed by</b>	People Services Team
<b>Approved By</b>	Group Director, Operations
<b>Effective Date</b>	November 2023