

Role Title:	Camp Geographe Campsite Manager
Department/ Team:	Operations/ Western Region
Location:	Camp Geographe
Reports to:	Senior Ministry Coordinator (Camping Operations)

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)

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

Camp Geographe is one of Scripture Union's Western Australian camp locations. It is located around 10 km from Busselton and has been in the SU movement since the 1970s.

Camp Geographe is a 92-bed beachside campsite, on five acres. The campsite primarily serves SU's own camps and events but is open for public bookings when not being utilised by SU.

The role of the Campsite manager is to care for the Scripture Union campsite and provide site management that ensures the efficient operation of the campsite, so that it is a pleasant environment that enables positive ministry programs. The role will also involve working closely alongside our School Camping team to ensure quality and professional programs.

You believe that children and young people are precious and you will nurture a culture and commitment to their safety within the team.

Direct Reports (roles):	Total Number of Reports (head count):
Camp Geographe Groundskeeper and Equipment Officer Casual cleaners and catering assistants	Various

Key Relationships	
Primary Internal Stakeholders	• Senior Ministry Coordinator (Camping Operations) • Regional Director, Western Region • Western Region team
Other Internal Stakeholders	• People Services team
External Stakeholders	• Volunteers • Community stakeholders

Key Accountabilities	
Accountability areas	Responsibilities
Spiritual leadership	- Providing spiritual leadership and support for the Camp Geographe team. - Encouraging employees and volunteers through work and example to live a Christ centred life, committed to the Bible and prayer. - Seeking to follow Christ and his example in your relationships, decision-making and conduct. - Contributing to building a culture where our people consider themselves followers of Christ first and Christian leaders in their community/place of work second. - Encouraging our people to exhibit the fruit of the Spirit in their personal and work lives.
Maintenance of the campsite	- Ensuring the maintenance of the buildings and grounds of the campsite are in a clean, hygienic, safe and attractive condition. - Delegating appropriate tasks to the Camp Geographe Groundskeeper and Cleaners. - Engaging and liaising with tradespeople. - Arranging the supply of consumables and fuels. - Organise and oversee the involvement of volunteers in the maintenance of the campsite.
Management of campsite staff	- Delegating tasks to the Camp Geographe Groundskeeper, Cleaner and Caterer as required. - Acting as on-site supervisor for Camp Geographe Groundskeeper, Cleaner and Caterer, performing employment oversight and line-management duties. - Reporting on appropriate actions required to improve performance. - Hiring new casual staff according to SU Australia standards and the Camp Geographe budget.
Security of the campsite	- Reporting to appropriate authorities any damage or graffiti, and any unauthorised access to the site. - Being present on the site regularly.
Bookings	- Responding to inquiries, accepting bookings and maintaining an up-to-date booking database. - Issuing hire agreements, invoices and receipts, and other associated documentation. - Arranging appropriate check-in and check-out for each group, including the condition of the site prior to each departure. - Maintaining a register of users.
Campsite management	- Researching means of improving the campsite with regard to compliance, useability and ministry effectiveness issues. - Exploring efficiencies that improve the image of the campsite and result in improved financial performance. - Evaluate feedback from users and propose changes that improve useability and ministry outcomes. - Perform other local management tasks as necessary.

• School camping	• Liaising with the School Camping Coordinator and working alongside the School Camping team to ensure quality and professional programs for schools. • Assistance in program management and bookings as required. • Providing support to young team members and interns where appropriate.
• Holiday camping	• Liaising with the Holiday Camps Coordinator to ensure quality programs for the general public. • Providing advice and assistance as appropriate.
• Finance	• Assist in preparation of annual budget as requested. • Provide assistance to daily financial record keeping as necessary. • Operate the campsite in line with budget requirements.

Team organisation	- Plan and provide orientation and induction of new team members for their role. - Plan and facilitate the development and coordination of training for the team. - Review performance against goals and establish an annual development/learning plan with each team member. - Monitor attendance and approve leave arrangements. - Revise Role Statements annually with guidance from the relevant Executive and People Services. - Develop and maintain documented procedures and recommend improvements as necessary.
Team leadership	- Ensure team members have a clear understanding of their role within the broader department objectives, and they receive the training resources, feedback and support necessary to excel at their role. - Ensure the department/team delivers on the relevant objectives outlined in the SU Australia Strategic Plan. - Provide leadership in relation to child safety by acting as a role model and ensuring that all team members demonstrate behaviour in line with a child safe culture. - Monitor the health, well-being, welfare and morale of the team/department. - Prioritise, delegate, oversee and coordinate the day-to-day operational and administrative functions and lead the team to promote acceptable service delivery standards. - Oversee the equitable distribution and balance of workload. - Identify and manage performance issues. Escalate serious or ongoing issues to the relevant Executive and People Services for guidance. - Undertake regular meetings, conduct training and arrange professional development activities for team members.
Risk and compliance	- Maintain a team that is free from harassment, bullying and discrimination in support of relevant federal and state legislation and SU Australia policies. - Ensure team members are aware of their compliance obligations, including their Work Health and Safety (WHS) obligations.
Team contribution	- Contribute to the immediate team and the broader teams in SU. - Participate in SU devotion activities including prayer retreats. - Contribute at team meetings. - Participate in wider organisation-based activities and learning opportunities. - Demonstrate behaviour in line with a child safe culture. - Comply with WHS requirements. - Protect own health and safety. - Protect the safety of others. Report hazards, risks and all incidents.

Qualifications and experience

- Demonstrated experience in leading teams.

- Previous experience with WHS, risk management and site management desirable.

SU's Leadership and Management Competency Framework contains a complete list of all competencies required of SU's leaders. The most critical competencies for this position are included in the tables below.

Management competencies	
Competency areas	Definitions
Technical / Professional	• Desire to be involved in the ministry of SU, in particular the camping programs based out of the Camp Geographe. • Spiritually mature and articulate, and can work within SU's Aims Beliefs and Working Principles. • Good team player with a desire to be involved in the community. • Ability to lead, make decisions and be flexible in high pressure situations. • Maintains high quality, positive communication while under pressure. • Ability to work to a schedule and outside of normal business hours when necessary. • Develop and maintain relationships with clients and suppliers that demonstrate Godly character. • Ability to develop genuine caring relationships with clients in a short amount of time. • Capacity to work to deadlines with a high degree of quality. • Self-motivated and energetic, providing proactive input. • Flexible, willing, and able to adjust to new challenges. • Ability to manage competing priorities.
Financial astuteness	• Understanding financial data and managing financial resources, including budgets and resource allocation.
Information management	• Setting up procedures for collection and use of information necessary for the management of projects and tasks. • Ensuring organisational records created by the team are stored securely. • Ensuring information available to team members is used in accordance with privacy policies and legislation.
Planning and organising	• Establishing a course of action for self and/or others to accomplish goals. • Prioritising the work of the team appropriately. • Monitoring team workload and taking corrective action when required.

Leadership competencies	
Competency areas	Definitions
Child Safety Awareness and Leadership	• Inspires a commitment to child safety, child wellbeing and cultural safety. • Role models behaviour for team members and others in the organisation that demonstrates the value of children and young people.
Devoted follower of Jesus	• Devoted to following Jesus, and meeting God daily in the Bible and prayer. • Humble and seeks to serve others through leading, as Jesus modelled to us and taught his disciples. • Works from prayer and the Holy Spirit, and not only personal capability and human wisdom. • Exhibits the fruit of the Spirit in life and leadership.
Environmentally and contextually aware • Builds networks • Situational adaptability • Organisational savvy	• Picks up on situational cues and adjusts in the moment. • Readily adapts personal, interpersonal, and leadership behaviour. • Understands that different situations may call for different approaches. • Maintains relationships across a variety of functions and locations. • Draws upon multiple relationships to exchange ideas, resources, and know-how. • Deals comfortably with organisational politics and knows who has respect, and influence.
Builds effective teams	• Forms teams with appropriate and diverse mix of styles, perspectives, and experience. • Establishes common objectives and a shared mindset. • Creates a feeling of belonging and strong team morale. • Shares wins and rewards team efforts. • Fosters open dialogue and collaboration among the team.
Nimble learning and effective decision-making	• Learns quickly when facing new situations. • Takes on the challenge of unfamiliar tasks. • Extracts lessons learned from failures and mistakes. • Makes sound decisions, even in the absence of complete information. • Relies on a mixture of analysis, wisdom, experience, and judgement when making decisions. • Considers all relevant factors and uses appropriate decision-making criteria and principles. • Recognises when a quick 80% solution will suffice.
Develops people for personal and organisational effectiveness	• Developing people to meet both their career goals and the organisation's goals. • Places a high priority on developing others to their potential. • Develops others through coaching, feedback, exposure, and stretch assignments. • Aligns employee career development goals with organisational objectives.

Demonstrates Self awareness	• Reflects on activities and impact on others. • Proactively seeks feedback without being defensive. • Is open to criticism and talking about shortcomings. • Admits mistakes and gains insight from experiences. • Knows strengths, weaknesses, opportunities, and limits.
Demonstrates Other-awareness • Values Differences • Interpersonal Savvy • Balances Stakeholders	• Seeks to understand different perspectives and cultures. • Applies others' diverse experiences, styles, backgrounds, and perspectives to get results. • Builds rapport in an open, friendly, and accepting way. • Builds constructive relationships with people both similar and different to self. • Balances the interests of multiple stakeholders.
Cultivates collaboration and innovation • Collaborates • Cultivates Innovation • Optimises Work processes	• Works cooperatively with others across the organisation to achieve shared objectives. • Credits others for their contributions and accomplishments. • Gains trust and support of others. • Introduces new ways of looking at problems. • Can take a creative idea and put it into practice. • Encourages diverse thinking to promote and nurture innovation. • Knows the most effective and efficient processes to get things done, with a focus on continuous improvement.
Communicates effectively	• Is effective in a variety of communication settings: one-on-one, small and large groups, or among diverse styles and position levels. • Attentively listens to others. • Adjusts to fit the audience and the message. • Provides timely and helpful information to others across the organisation. • Encourages the open expression of diverse ideas and opinions. • Responds effectively to the reactions and positions of others.
Manages conflict productively	• Sees conflict as opportunities. • Facilitates breakthroughs by integrating diverse views and finding common ground or acceptable alternatives. • Settles differences in productive ways with minimum noise.
Problem solves for success	• Creating a climate where people are motivated to do their best to help the organisation achieve its objectives. • Structures the work so it aligns with people's goals and motivators. • Empowers others. • Makes each person feel his/her contributions are important. • Invites input and shares ownership and visibility.

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

Developed by	People Services Team
Approved By	Director, Field Operations
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