

ROLE STATEMENT

Role Title:	Camp Geographe Campsite Manager
Department/ Team:	West Zone
Location:	Camp Geographe
Reports to:	Ministry Operations and Support Leader

Scripture Union Australia Vision & Mission

Scripture Union Australia (SUA) is an interdenominational Christian movement committed to providing Australian children, young people and families with opportunities to experience the transforming love of Jesus and to pursue a lifelong journey of discipleship.

SUA 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)

SUA is a charitable 'limited by guarantee' not-for-profit organisation comprising more than 900 staff and thousands of volunteers, working with churches and serving in communities in all states and territories across Australia.

All SUA 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.

Applicants will be required to provide a current National Police Record Check and Working with Children Check and comply with our ChildSafe process.

The incumbent will provide leadership in nurturing our commitment to the safety of children and young people.

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Direct Reports (roles):	Total Number of Reports (head count):
Camp Geographe Groundskeeper Camp Geographe Caretakers Camp Geographe Catering Manager Camp Geographe Cleaner(s)	Various

Key Relationships	
Internal Stakeholders	<ul style="list-style-type: none">• West Zone
External Stakeholders	<ul style="list-style-type: none">• Volunteers• Community Stakeholders

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Key Accountabilities	
Accountability areas	Responsibilities
1. Spiritual leadership	<ul style="list-style-type: none"> • Providing spiritual leadership and support for the Camp Geographe staff team. • Leading occasional devotion times for the SU West combined staff team (about once a week). • Encouraging employees 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. • Looking for opportunities to show God's love to school staff and students, particularly in free time.
2. Maintenance of the Campsite	<ul style="list-style-type: none"> • 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 Caretakers, Groundskeeper and Cleaner. • 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.
3. Management of Campsite Staff	<ul style="list-style-type: none"> • Delegating tasks to the Camp Geographe Caretaker, Cleaner and Caterer as required. • Acting as on-site supervisor for Camp Geographe Caretaker, 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.
4. Security of the Campsite	<ul style="list-style-type: none"> • Reporting to appropriate authorities any damage or graffiti, and any unauthorised access to the site. • Being present on the site regularly.
5. Bookings	<ul style="list-style-type: none"> • 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.
6. Campsite Management	<ul style="list-style-type: none"> • Researching means of improving the campsite with regard to compliance, useability and ministry effectiveness issues.

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	<ul style="list-style-type: none"> • 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.
7. School Camping	<ul style="list-style-type: none"> • 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.
8. Holiday Camping	<ul style="list-style-type: none"> • Liaising with the Holiday Camps Coordinator to ensure quality programs for the general public. • Providing advice and assistance as appropriate.
9. Finance	<ul style="list-style-type: none"> • 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.
10. Team contribution	<ul style="list-style-type: none"> • 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 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

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Competencies	
Competency areas	Definitions
Technical / Professional	<ul style="list-style-type: none"> • 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.
Child safety awareness and leadership	Role modelling behaviour for team members and others in the organisation that demonstrates the value of children and young people. Demonstrating and inspiring a commitment to child safety, child wellbeing and cultural safety.
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.
Customer service	Making efforts to listen to and understand stakeholders (both internal and external). Anticipating stakeholders' needs and giving high priority to stakeholder satisfaction.
Delegation of authority and responsibility	Allocating decision-making authority and task responsibilities to appropriate team members. Utilising team members' time, skills, and potential effectively. Intervening to resolve issues for team members when required.
Maximising performance	Establishing performance goals, coaching performance, providing training, and evaluating performance.
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.

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Team leadership	Role modelling behaviour for team members and others in the organisation that demonstrates servant leadership in accordance with a Christian ethos. Interacting with all SUA people and stakeholders in a manner that demonstrates respect, consideration and encouragement.
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Additional Requirements

SU 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	Ministry Operations and Support Leader
Approved By	Group Manager, People Services
Effective Date	January 2023