

# Position Description

## Beacon Explorer Trainee

Multi Campus

January 2025

### RELATIONSHIPS AND NETWORKS

#### LEAD BY

- Head of Beacon Explorers

#### COLLABORATES WITH

- Beacon Explorers group leaders
- Beacon Explorers program coordinators
- Staff and students

#### POSITION CONDITIONS

**This is a full time, 2-year traineeship position commencing January 2025 and concluding December 2026.**

Conditions of employment are as per the Beaconhills College General Staff agreement 2023-2025 (incorporating the terms of the Educational Services (General Staff) Award 2020), Beaconhills' policies and procedures and the letter of offer.

No position description can be entirely comprehensive and the incumbent will be expected to carry out such duties as may be required from time to time and are broadly consistent with the position description, the status of the post within the College and the classification criteria of the Educational Services (Schools) General Staff Award 2023.

### PRIMARY PURPOSE OF THE POSITION

The Beacon Explorers Trainee is primarily responsible for providing support and assistance to the Head of Beacon Explorers and the Beacon Explorers program. You must thrive on working as part of a team of dedicated professionals who operate in a busy, deadline-driven environment. You'll be is expected to support the College's aims, policies and procedures at all times.

Training in Outdoor Education should be a considered a balance of practical experience and theoretical knowledge. This entry-level traineeship offers the opportunity for the successful applicant to gain a nationally recognised qualification while gaining experience working in the field of Outdoor Education & Recreation. Ideally you will be completing Year 12 in 2023 or have completed your VCE recently, and are interested in a career in this area, or plan to undertake a gap year to gain some qualifications and experience.



You will report to and take direction from the Head of Beacon Explorers and will be accountable to the Campus Principals and the Executive Principal.

## KEY TASKS

- Assist and support teaching staff on all College Beacon Explorers trips, which may include but is not limited to activities such as bushwalking, cross-country skiing, mountain biking, canoeing and sea kayaking.
- Attend and participate in College camps (up to 120 days in the field including overnight stays).
- Take responsibility for the maintenance and management of Beacon Explorers resources and equipment including inventory management, trip preparation/packing and cleaning.
- Perform administrative functions for Beacon Explorers trips as required, including managing student information, first aid preparation, booking accommodation and data entry.
- Assist with the College eXtra Program (including school holiday program)
- Support a range of College events and activities at all campuses as required.
- Actively support and promote College policies and procedures.
- Comply with all WHS requirements including taking reasonable care for personal health and safety and the health and safety of others in the workplace.
- Other duties as required.

## INHERENT PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the physical requirements include, but are not limited to:

- Be working in an outdoor environment, where weather conditions change.
- Sleeping in a tent
- Hiking on uneven surfaces
- Lift, carry and/or move heavy items
- Riding on mountain bikes
- Driving manual vehicles including buses
- Carrying up to a 70-liter backpack
- Standing constantly
- Sitting
- Walking
- Running
- Using hands to finger, handle, grip or feel
- Reaching with hands and arms
- Looking up and down
- Bending
- Kneeling
- Crouching
- Talking or hearing



## KEY COMPETENCIES

- Excellent interpersonal skills and communication skills, including the ability to interact effectively with a range of customers, including parents, students, staff and suppliers
- Strong organisational and time management skills
- Strong decision-making, problem solving and analytical skills
- High level of physical fitness
- Sound computer skills, including knowledge of and proficiency in the Microsoft Office suite
- Commitment to understanding and supporting the College's vision and ethos, policies and procedures
- Ability to work as part of a team or independently
- Ability to handle multiple tasks
- Ability to demonstrate initiative and work under pressure

## QUALIFICATIONS

- The incumbent **must** hold or be in the process of obtaining:
  - A current Victorian employment Working With Children Check (WWCC)
  - A current Police Check Certificate (valid within 12 months)

## WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management
- Co-operate in relation to activities taken by the College to comply with Work Health and Safety (WHS) legislation
- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace

## CHILD SAFETY STATEMENT

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's *Child Safe Policy* and *Code of Conduct*, which are available on our website [here](#). Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, criminal record checks, *Working with Children Check* (WWC Check) and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.

