



Field Operations Manager – Cape York

Position Description

Key Relationships	<ul style="list-style-type: none">• Reports to the Head of Region• Homeland & Partner Traditional Owners• Collaborates with Travel Operations Manager
Location of Role	<ul style="list-style-type: none">• Sydney CBD office or Cairns Office• 80 nights of travel to the region per year
Term	<ul style="list-style-type: none">• Full-Time
Value	<ul style="list-style-type: none">• \$80,000 - \$89,000 p.a. package including superannuation (includes \$150 per night travel bonus for remote travel)• 6 weeks paid annual leave + days in lieu

Introduction

Are you an experienced field operations manager in the outdoor education, tourism or events space? Do you have a history of delivering programs to a very high standard? Do you enjoy managing resources and getting out in the field to help deliver successful programs? Would you relish the prospect of forging relationships with Traditional Owners and building capacity in Indigenous communities? Are you ready for your next long-term role at rapidly scaling organisation?

Red Earth is growing quickly, and we are looking for a driven Field Operations Manager who is passionate about helping to connect young people to the Indigenous homelands of Cape York. This is an amazing chance for someone to manage the operational delivery of our programs across Cape York, working at the cross-roads of outdoor education and Indigenous space. This role can be based in Sydney or our regional office.

Organisation Outline

We are a small social enterprise with 22 employees focused on connecting school students to remote Indigenous Australia. We do this by creating ten-day Immersion programs to remote Indigenous communities and homelands where students learn from Elders, visit cultural sites, and volunteer on a service project in the community. As we are a small organisation, all employees work closely with one another.

Role Outline

The Operations Manager is directly responsible for implementing all aspects of Red Earth's Immersion Program in a region. The Operations Manager's role has six main components:

1. Building and maintaining strong relationships with Traditional Owners of homelands & communities in the region:
 - Working with Traditional Owners to plan immersion itineraries
 - Organising community skill development & training workshops for the regional community partners, where needed and requested
 - Providing constructive feedback to the region's community partners
 - Coordinate Traditional Owner and community partner payments for facilitating the immersions
 - Help Traditional Owners and community partners establish long-term goals for their homeland and coordinate community projects to help achieve these goals
 - Discovering and onboarding new homelands with whom to partner
2. Managing equipment, resources & logistics in the region
3. Overseeing immersions in the region including:
 - Managing the immersion leaders
 - Managing other Red Earth employees and volunteers in the region
4. Identify and conduct risk assessments, document and implement strategies to managed risks and training staff in procedures and compliance



5. Work with Traditional Owners and Head of Region to develop itinerary options that will be powerful and meaningful experiences for travelling students
6. Liaising with the Travel Manager to organise immersion bookings as per the plan made with the Traditional Owner and community partners

The role will primarily be office based, however there is about 80 days of travel in order to foster close working relationships with our community partners and work on the ground delivering exceptional immersions. Ideally, the Operations Manager will have great interpersonal skills and be able to work in both an office and field environment with a variety of stakeholders.

Desired Knowledge, Skills, and Experience

- 3+ years of outdoor ed experience
- 3+ years of experience in logistics and planning
- Tertiary qualifications where relevant
- Experience working in Indigenous communities desired but not required
- Experience working with high school students
- Experience supervising staff
- Advanced 4WD experience, or a willingness to be trained
- Experience organising or preparing for large scale events or travel
- Proven ability to follow set processes and systems
- Strong organisation skills
- Highly skilled in Microsoft suite of products
- Ability to work to strict timelines with independence and dedication
- Excellent interpersonal and people management skills

How to Apply

To apply for this position, email your CV and a Cover Letter to:

Stuart Gregg: stuart@redearth.edu.au; and

Nick Brown-Graham: nick@redearth.edu.au

Please address the Desired Knowledge, Skills & Experience and Role Outline in your cover letter.

Red Earth is an equal opportunity employer. In particular, we encourage people who identify as Aboriginal and or Torres Strait Islander to apply.