



POSITION	Program Coordinator (NSW)
SALARY	\$63,100 pa inclusive of super
EMPLOYMENT TYPE	Full Time
LOCATION	Sydney
START	March/April 2020

batyr is a 'for purpose' preventative mental health organisation, created and driven by young people, for young people. We run programs that help smash the stigma surrounding mental health and empower young people to reach out for support. We help create supportive communities.

We are an energetic, fun and dynamic team who are passionate about changing the way we speak about mental health. Excitingly, we are on the hunt to build our team with even more passionate, skilled and driven people to continue to develop our high-performance culture and expand the reach and impact of batyr. If you want a workplace where you can bring all of your full, weird and wonderful self to the office each day, this is the place.

working with us

At batyr, we make sure we have fun while doing important work. We care deeply about those we welcome into our work-family and do our best to support our team. We do this by:

- providing all permanent staff with a wellbeing budget that you can use for the gym, new surfboard, pottery class, ukulele lessons... almost whatever you need to help keep you feeling good
- providing ongoing professional training and wellbeing sessions
- structured internal and external mentoring
- wellbeing leave - your personal leave doesn't just have to be for sick days, at batyr you can also use this leave to support your mental health and wellbeing
- mid-year and start-of-year retreats
- flexible working arrangements

batyr is committed to providing a safe, culturally appropriate, inclusive environment for all people, regardless of their ethnicity, faith, disability, sexuality, or gender identity. We believe that everyone's voice is valid and worthy of being heard and because of this we strongly encourage people from all backgrounds to apply, especially those from minority or marginalised communities.

about you

If you were a superhero your name would be Peta the Planner; your super power... well, planning obviously. Although you don't actually wear your undies on the outside – what's with that? Your friends describe you as a supercomputer of information; able to manage priorities in a single calculation, to spreadsheet at the speed of sound, and creative enough to come up with a third superhero reference! You love systems and get a thrill in finding solutions when pieces of the puzzle don't necessarily fit the first time around. You take initiative and are not afraid to think on your feet and try something new in a fast-paced environment. You love to dig deep into the nitty gritty of processes, champion what is working well whilst innovating and driving change where it is needed.

You are flexible, self-motivated and empathetic, often described by your friends as the go to person if they need support or a problem solved. You are inclusive of others in your thinking and actions. You also have vision and would be driven by opportunities for growth in a state with our largest reach.

As with all of our employees, you're passionate about smashing the stigma around mental health and are aligned to batyr's five values; empathy, inclusive, balance, positive and bold.

position summary

The Program Coordinator will be responsible for the smooth organisation, logistics and delivery of our batyr programs across the state. They will ensure that all programs are staffed with a relatable and well equipped delivery team, who know where they are going, what they are doing and how long they have to do it. This role will create and implement a successful model of program delivery, which best meets the needs of the different regions within NSW.

The Program Coordinator (NSW) will work closely with the Program Bookings Coordinator (NSW) to ensure strong relationships with our school partners, and the wider NSW team to ensure the accurate delivery of our program targets, ensuring the safety and quality of these programs is championed. Maintaining up to date CRM records and using the system to inform and facilitate information sharing between teams will be core to the success of the role. The role will maintain efficient processes and structures, with a proactive approach to evaluate and adapt processes where necessary as we scale.

The Program Coordinator (NSW) will report directly to the State Manager (NSW). There is scope for this role to grow and change, as these programs become more established in the work that we do.

All candidates will need to hold a current Working with Children Check and Police Check, or be willing to obtain these within one (1) month of starting the role.

key responsibilities

- Organise and oversee the logistics of all program delivery in the state
- Coordinate and deliver batyr programs including supporting casual Program Coordinators and Facilitators
- Staffing of casual workforce for program delivery including Facilitators and Speakers
- Ensure the high quality of programs is achieved and maintained, through cross team collaboration and relatable staffing decisions
- Consistently evaluate the efficiency of processes and streamline where appropriate as we scale and grow
- Maintain knowledge and familiarity of all casual staff in the state, in particular their skills and professional development
- Build and maintain relationships with all external stakeholders
- Facilitate feedback loops regarding the successes/challenges of program logistics and quality in the state and the important factors influencing it
- Assist the State Manager with ad hoc tasks and events as required

essential selection criteria

- Excellent attention to detail in communication across all platforms
- An ability to be flexible and adaptable in a fast-paced, changing work environment
- Excellent organisation skills and proven ability to manage competing priorities
- Proven experience in following systems and process
- Proven ability to adapt and problem solve effectively
- Skills in building and maintaining relationships with external stakeholders
- Full driver's licence
- Experience using CRM systems such as Salesforce

desirable selection criteria

- Experience working in the mental health and/or education sectors
- Mental Health First Aid and/or experience supporting young people in distress
- Experience using Confluence, Zoom and/or Google Suite

how to apply

Please email your cover letter & CV to careers@batyr.com.au by 9am on Monday 16th March, with the job title in the subject line.

batyr is a safe and inclusive workplace. Those from minority or marginalised communities are encouraged to apply. This includes, but is definitely not limited to, people with a lived-experience of mental ill health, Aboriginal and Torres Strait Islander people, culturally and linguistically diverse people, LGBTQIA+ people, and people with disabilities.