



<b>POSITION</b>	Program Booking Coordinator (VIC/SA)
<b>SALARY</b>	\$55,000 - \$65,000 (Inc. Super)
<b>EMPLOYMENT TYPE</b>	Full Time
<b>LOCATION</b>	Melbourne
<b>START</b>	January 2019

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 end-of-year retreats
- flexible working arrangements

### about you

When people ask you what gets you out of bed in the morning the answer is simple. Targets, hitting those sweet sweet KPI's because you are passionate about reaching as many young people as possible. Well that and coffee. You're super happy that your phone bill has unlimited calls because its pretty much glued to your ear constantly. People describe you as having the gift of the gab. You can talk to anyone and convince them of anything! You couldn't just sell water to a fish, you would sell them the whole damn fishtank! You are passionate about building connections with people - kind of like that aunt that everyone has who can make friends everywhere, even that random guy on the train who you were trying to avoid eye contact with but then she talks to him and it turns out that he has tickets to that festival you missed out on and somehow she managed to convince him to not only give you the tickets but get you into the VIP room. Essentially expert level networking skills.



Whilst phone sales is clearly your jam you aren't afraid to get creative. Kinda like Jim Carrey in that movie 'Yes Man' you jump at opportunities wherever you can. You're comfortable to take the common road but are brave enough to take the road less traveled - actually scratch that, your ideas are better than 'less traveled' you aren't afraid to pave your own path, try something and know when to pull the pin if its not paying dividends.

### position summary

The Program Booking Coordinator will spend their day locking down batyr programs across VIC and SA. This will include the booking of batyr@school, batyr@work and community programs ensuring that we are reaching as many young people as possible with our positive message. This includes the development of relationships with external stakeholders, managing existing relationships and chasing down fresh leads.

This role will work closely with the Regional Team Leader (VIC/SA) to ensure the targets of program bookings are reached. All contact and bookings will need to be recorded in batyr's CRM system (Salesforce) accurately and efficiently to ensure quality relationship management and smooth sailing for program delivery. The role will ensure the efficient and effective implementation of processes for the handover of bookings to the delivery team. This role will be working closely with a dynamic team to ensure batyr's programs continue to meet the needs of the communities we work with.

The Program Booking Coordinator Content will report directly to the Regional Team Leader (VIC/SA).

### key responsibilities

- Generate sales from both warm and cold leads
- Reaching targets for program bookings to help grow the batyr program in the region
- Managing existing stakeholders to increase program booking numbers per contact
- Effectively use CRM system in order to optimise relationships and increase outputs
- Think a little outside the square when approaching targets using different sales styles
- Enter and handover bookings in an accurate manner
- Support the Regional Team Leader (VIC/SA) in ad hoc tasks as required.

### essential selection criteria

- Proven Sales experience including cold calling
- Track record of achieving set targets and KPI's
- Experience managing a variety of stakeholders
- A passion for making a difference in the mental health of young Australians
- Great attention to detail and organisational skills

### desirable selection criteria

- Relevant tertiary qualifications
- Full driver's license

### how to apply:

Please email your cover letter & CV to [careers@batyr.com.au](mailto:careers@batyr.com.au) by 9am Monday 10 December with the job title in the subject line.