



<b>POSITION</b>	Program Coordinator (VIC)
<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 'herd' 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

If you were a superhero your name would be Peta the Planner, your super power.... Well planning obviously. But 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 like the speed of sound, creative enough to come up with a third superhero reference! You love systems and organisation they take you back to a simpler time like when you were in year 3 and it was recess and nobody could work out what game to play or how to pick teams, so you took charge and split everyone into 4 teams, and organised the football game to be on the north oval starting in five minutes and the netball game on the basketball court starting in 2 minutes. It was one of your proudest moments, but for some reason your friends are sick of you getting so excited about it every time you reminisce.



Speaking of friends, you are the go to person if anyone needs a problem solved. You love being flexible and helping people live their best life. Great at being flexible and getting people where they need to go. Christmas time is your favourite time of year because basically your dream job would be Head Elf aka 'Santa's little helper' because the logistical challenge of delivering all those presents in one night is basically your everest and also you look great in green and red!

### position summary

The Program Coordinator will help ensure the smooth the organisation and delivery of our batyr@school, batyr@uni and batyr@work programs. Ensuring that our delivery team is staffed, know where they are going, what they are doing and how long they have to do it.

This role will work closely with the Regional Team Leader (VIC/SA) to ensure the accurate delivery of our program targets. Familiar with CRM systems, retrieving information from the Booking Coordinator to manage the execution of programs will be core to the success of the role. The role will follow and maintain efficient and effective processes and structures for the safe and regular delivery of batyr programs.

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

### key responsibilities

- Organise the logistics of program delivery
- Communicate effectively with external stakeholders
- Staffing of casual workforce for program delivery including Facilitators and Speakers
- Excellent attention to detail in communication across all platforms
- Highly flexible to a changing working environment

### essential selection criteria

- Active interest in tackling the stigma around mental health
- Excellent organisation skills
- Ability to manage competing priorities
- Proven experience in following systems and process
- Ability to adjust and problem solve efficiently
- Stakeholder management experience
- Experience using CRM tools such as Salesforce
- Great attention to detail.

### 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 10th December with the job title in the subject line.