



## POSITION DESCRIPTION

<b>Job Title:</b>	Schools Booking Coordinator - MyRoad	<b>Reporting To:</b>	Program Manager - MyRoad
<b>Department:</b>	TBC	<b>Travel:</b>	Nil
<b>Location:</b>	Hobart	<b>Position Type:</b>	Full-time Fixed-term to 30 April 2018
<b>Level/Salary Range:</b>	Level 2 - \$47,488 + Super (+PBI salary packaging which increases the equivalent value of the salary to <b>\$54,747 pa</b> )	<b>Leave Entitlements:</b>	5 weeks annual leave 2 weeks personal leave 2 days compassionate leave
<b>Human Resources Contact:</b>	Alice Richards <a href="mailto:recruitment@beaconfoundation.net">recruitment@beaconfoundation.net</a>	<b>Position Contact:</b>	David O'Byrne <a href="mailto:David.obyrne@beaconfoundation.net">David.obyrne@beaconfoundation.net</a>

### ROLE:

Support school participation in our MyRoad Program to ensure our operations meet our organisational objectives as we work towards an Australia that understands, cares and is motivated to support young people to successfully transition from education to meaningful employment.

### KEY ATTRIBUTES:

- Passion for creating better opportunities for young Australians and demonstrated commitment to and understanding of Beacon's core values of passion, team, professionalism, flexibility and innovation
- Excellent customer centric interpersonal and communication skills
- Flexible and able to manage competing priorities and embrace change
- Sound judgement in relation to problem solving, time management and prioritisation decisions to ensure objectives are achieved
- Proven team player, but with the ability to self-motivate and work independently
- Maintain high standards of work practices and ensure professionalism, integrity, respect and confidentiality at all times
- Adaptability and resilience enabling personal performance and productivity levels to be maintained in stressful situations
- Support and promote the work of Beacon and maintain a positive image of the organisation
- Highly developed organisational, time management and attention to detail skills
- Enthusiasm to take on new tasks as they arise and assist whenever required
- Assist others to embrace and learn to use technology/software

### KEY RESPONSIBILITIES:

- Work closely with Beacon's online engagement team and school facing staff to ensure they are well equipped with the knowledge and skills to effectively implement and encourage the MyRoad Program
- Be a key point of contact for enquiries from schools
- Coordinate the MyRoad booking calendar and booking allocations, including negotiating booking times and keeping relevant stakeholders up to date on availability
- Assist schools with the completion of online booking forms and confirm all program bookings

- Assist with the on-boarding of schools, including providing support materials and training resources
- Be the key point of contact to support school participants and Beacon staff before, during and after MyRoad sessions to ensure quality of delivery
- Troubleshoot technical and/or participant issues as they arise during delivery of the MyRoad program
- Assist schools with any technical or other issues as required
- Assist schools with completion of evaluation requirements
- Source data regarding school participation to fulfil both internal and external reporting requirements
- Work closely with the Program Manager – MyRoad and escalate issues in a timely manner
- Undertake other ad hoc duties as required
- Ensure strong relationships with Beacon staff, both at a local and national level and adhere to Beacon Foundation policies and procedures at all times
- Participate in Beacon Foundation professional development opportunities, including phone conferences and in-person workshops
- Meet internal administration requirements including Key Performance Indicators, budgets and reporting

QUALIFICATIONS AND EXPERIENCE:

- Previous experience in client service and support position with meeting/event scheduling is desirable
- The successful applicant will require a satisfactory National Police check and Working with Children Check

HOW TO APPLY:

Please email your application to [recruitment@beaconfoundation.net](mailto:recruitment@beaconfoundation.net). Applications must include:

- A cover letter/statement of no more than two pages outlining your skills and experience against the above Key Attributes Key Responsibilities and Qualifications and Experience;
- Detailed curriculum vitae (CV); and
- Contact details for two referees who can confirm your skills in relation to the position.

Approved by Scott Harris – Chief Executive Officer – May 2017