

JOB DESCRIPTION



Title: Academy Admin and Logistics Support

Reports to:

Provincial Coordinator/Manager

Key accountabilities

- Coordination of Residential Academies, including
 - Logistics
 - Liaison with venues on programmatic requirements
 - Organising academy supplies
 - Protection and orderly despatch and return of Trust property
 - Academy documentation supplies (memory stick etc)
 - Obtaining the necessary information required from the pre-engagement (orientation) team
 - Communicating catering requirements to caterer (including for special events/daily programmatic requirements)
 - Communicate emergency contact details with faculty
 - Organising school transport, outings transport, and faculty transport (flights, vehicles)
 - Room allocations
 - Booking external accommodation
 - Booking activities (once confirmed by lead faculty)
 - Courier supplies

- Logistics communication with facilitators and school

- Serves as part of a 3 person residential facilitation team in role of admin (resources, admin, and one-on-one engagement with participants outside of academy sessions).

Other Accountabilities

- Special Projects

Suits a person with an interest and passion in youth development and youth facilitation and preferably with youth development experience. A person both adept at admin and able to relate well with youth.