



POSITION DESCRIPTION

Title: Property Manager/Director

Location: Gippsland, Victoria

Tenure: 2–3 years

Start: Flexible starting date though not later than January 4th 2027.

Contact: Bruce Anderson, Wollangarra Chairperson. 0409 141615.

Background

As the Property Manager/Director of Wollangarra, you are the heart of a strong community built upon the simple philosophies of doing rather than talking and fixing rather than complaining. The position requires that you reside on the Wollangarra property. You will be provided with accommodation in Wollangarra's Homestead, nestled in the Gippsland foothills overlooking the Macalister River.

Your days will be filled with hard work and a strong sense of purpose. Your time at Wollangarra will offer a challenging but immensely rewarding experience.

Wollangarra is a non- profit organisation independent of any school or religion it is funded through the success of its programs and private donations and is governed by a voluntary Council.

Role Statement

As Property Manager/Director you will oversee undertake and coordinate the maintenance of Wollangarra facilities and equipment to an appropriate safe standard. Furthermore, you will be required to work with the Business Manager to facilitate school bookings, maintain finances and work to a budget.

The volunteer Program Manager will report to you and be responsible for the safe and effective running of programs for young people which focus on practical conservation through outdoor education in the Victorian mountains.

The two roles are entwined and will require strong coordination and collaboration to successfully meet the needs of the participants, leaders, Council and community.

Your leadership, communication and mediation skills will be relied upon by Wollangarra to maintain a capable and cohesive team. Furthermore, you will ensure that you build a strong rapport with community members, school representatives, volunteers and young people.

The Property Manager/Director is a voluntary role engaged by and reporting to the Wollangarra Council.

Duties

Implement the aims of Wollangarra by doing the following:

- Maintain the property, buildings and equipment to ensure a safe environment that meets the needs of the team and program participants.
- Work closely with the Program Manager to ensure the success of the programs for young people.
- Foster an awareness of self, community and the environment in young people.
- Encourage participation in conservation through outdoor education.
- Ensure high standards of safety for young people.
- Manage the Wollangarra flat, programs and leaders as per the Operations Manual.
- Liaise with local communities and groups to maintain and build local support for the work we do.

Leader management in collaboration with Program Manager



- Recruit a team of up to six volunteer Outdoor Leaders (five leaders and a Stage III program facilitator) on a yearly basis with a diversity of relevant skills, experience and qualifications.
- Facilitate Outdoor Leader training and development, including in areas where they do not receive external training i.e. navigation, conflict management, behaviour management, tractor driving, trailer reversing, gardening, property maintenance etc.
- Develop a safe and positive working and living environment for Outdoor Leaders and other Volunteers.
- In conjunction with the Program Manager effectively manage and motivate Leaders and Volunteers, ensuring they are fulfilling their roles to a safe and high educative standard.
- In conjunction with the Program Manager conduct at a minimum, quarterly reviews of Leaders to provide feedback.
- In conjunction with the Program Manager support the Stage III program facilitator and ensure they are fulfilling their role.

Promotion in conjunction with the Business and Program Managers

- Build and maintain rapport with school representatives and community members.
- Provide promotional content for online social media such as Facebook and Instagram.
- Effectively promote programs and seek new bookings to annually fill the Wollangarra calendar.

Calendar

- In conjunction with the Program Manager and Leaders actively promote follow up programs with young people.
- Involve Wollangarra in the local and wider communities to their mutual benefit.
- Promote and run weekend work parties and events, including fruit bottling, wood chop, bush dance and open day.
- Actively promote Wollangarra to the wider community and capitalise on fundraising opportunities.
- Produce and distribute the quarterly newsletter.

Asset management and maintenance

- Ensure all vehicles are maintained to a roadworthy standard. Ensure vehicles are maintained in accordance with Safe Transport Victoria regulations.
- Ensure all machinery and equipment is maintained in good order and safe working condition.
- Ensure the flying foxes are maintained to a safe operating standard.
- Ensure buildings are maintained and manage the construction of new buildings as necessary. In accordance with Local Government Food Safety Accreditation and Victorian Education Department Excursions and Camps policy and Victorian Government Building Code Standards
- Oversee property management, including livestock management, fence maintenance, weed control and farm forestry.

Administration

- Keep appropriate records of general operations, including accurate financial records.
- Report to the Council at all meetings and maintain regular contact with the Chairperson.
- Manage Wollangarra in accordance with the Operations Manual and update this as necessary.
- Be responsible for purchasing and payment as required.
- Maintain Australian Camps Association accreditation.

Mandatory requirements

- Current Drivers Licence and experience in driving manual vehicles.
- Current Working with Children Check and/ or Victorian Institute of Teaching registration.
- National Police check



Key Selection Criteria

1. Demonstrated experience in the maintenance and operation of vehicles, motorised equipment, buildings, gardening and animal husbandry.
2. Demonstrated interpersonal skills, including verbal and written communication.
3. Demonstrated management and collaboration of others including conflict management skills.
4. Demonstrated involvement and personal relationships to strengthen communities.
5. Proven commitment to the preservation of natural and cultural heritage.
6. Ability to live and work in a small, remote community, within the context of a diverse and far-reaching community of supporters.
7. Proven decision-making ability under trying circumstances.
8. Understanding of, or willingness to learn about, current Work Health and Safety and Child Safety Legislation relevant to Wollangarra.

Other Relevant Information

The Property Manager/Director position includes accommodation, food and utility costs in addition to a sustainable honorarium.

It is highly recommended that prospective applicants experience Wollangarra firsthand. A visit can be arranged by contacting Lou Ritchie (c/- businessmanager@wollangarra.org.au) who will then enable you to liaise with the current Director. If time permits, it is preferable that you attend a full five-day program. If you have been to Wollangarra before, a short visit and a discussion with current or previous Directors is still advised.

The book 'Secondhand and Solid: How we built Wollangarra' was written by the founder, Ian Stapleton. It provides an excellent insight into the establishment of Wollangarra and the philosophies that form its foundation. As such, it is recommended reading to prospective applicants. Those who are new to Wollangarra may also wish to visit the website [@Wollangarra.org](http://Wollangarra.org) to familiarise themselves with the program structure.

The Property Manager/Director receives formal training from an external provider in wilderness first aid, four wheel driving, defensive driving, chainsaw use and safe food handling. Having previous training or experience in these areas would be beneficial but is not essential.

Submission of Applications

Applications close on Friday October 16th 2026.

Applications should include a statement addressing the Key Selection Criteria and at least two referees.

Applications can be submitted by email to:

Bruce Anderson c/- businessmanager@wollangarra.org.au

Interviews will be conducted at a mutually suitable time and place for short listed applicants.