

## ADVERTISEMENT RECRUITMENT AND ADVOCACY MANAGER

**Employment Type:** Full Time (contract role - 15 January 2018 to 31 December 2018)

**Location:** Flexible - Perth, Canberra, Sydney, or Melbourne

- Flexible work practices (choice of where and when to work), enabling achievement of outcomes
- Passionate, professional and ambitious team, working together to close the education gap

### About Teach For Australia

At age 15, students from low socioeconomic backgrounds are on average almost three years behind their counterparts from high socioeconomic backgrounds. Teach For Australia's vision is of an Australia where *all* children, regardless of background, attain an excellent education.

We work towards this vision by recruiting highly competent individuals from diverse academic backgrounds and train and develop them to become exceptional teachers and inspirational leaders that meet the needs of schools in low socioeconomic communities and the broader education system.

### About the Recruitment Team

The recruitment team plays a crucial role, contributing to Teach For Australia's Impact priority, recruiting the nation's most promising future leaders, who commit to teaching for two years in schools, serving students from low socioeconomic backgrounds. We seek to attract the most impactful group of leaders to the Leadership Development Program, and build a reputation as the most aspirational pathway for impact in Australia.

### About the Position

You will source, compel and support talented and diverse individuals to apply to Teach For Australia's Leadership Development Program (LDP).

You will work with university, community and industry stakeholders to influence exceptional candidates (at any stage of their post-university career, from current graduate to experienced professional) to engage with Teach For Australia's vision to end educational disadvantage. To this end, you will manage a team of casual employees (Campus Brand Ambassadors) and leverage the Teach For Australia community of Alumni and Associates. Working in a fast-paced, data driven and ambitious team of recruitment specialists, based across the country, you will deliver on recruitment targets by executing creative and high impact recruitment activities. You will play a leading role in the selection of candidates through a rigorous, multi stage process.

### About You

You have strong communication and interpersonal skills (including strong presentation skills) that enable you to inspire, connect with and motivate broad groups of people. You have a deep passion for our vision and are a strong fit with our core values. You believe in the power of strong relationships and can juggle a number of competing priorities at any given time. Driven by achieving ambitious results, you operate with an intense sense of possibility. You enjoy working independently to devise a strategy for recruitment within a portfolio, and will enjoy collaborating in a team that is focused on growth and impact.

### How to Apply

For an opportunity to take your place in this life-changing organisation, [apply here](#), by midnight on Sunday 19<sup>th</sup> November 2017.

Enquiries can be directed to [jobs@teachforaustralia.org](mailto:jobs@teachforaustralia.org).

## POSITION DESCRIPTION RECRUITMENT AND ADVOCACY MANAGER

<b>Department:</b>	Recruitment	<b>Employment type:</b>	Full time
<b>Reports to:</b>	Team Leader, Recruitment and Advocacy	<b>Financial accountability:</b>	\$NIL
<b>Reports:</b>	0 first level (direct) 0 second level (indirect)	<b>Location:</b>	Flexible – Perth, Canberra, Sydney or Melbourne

### Role Purpose

The purpose of this role is to source, compel and support talented and diverse individuals to apply to Teach For Australia's Leadership Development Program.

### Qualifications and Experience

#### Essential

- A bachelor's degree in any discipline
- At least two years relevant experience in a dynamic working environment

#### Desirable

- Experience in recruitment, marketing, sales, advocacy, campaigning, development or fundraising, AND/OR
- Experience working as an Associate or staff member with a Teach For All network partner

### Skills, Attributes and Knowledge

#### Essential

- Ability to influence, inspire and motivate people to quickly develop relationships with potential recruits and individuals in organisations
- A self-motivated and entrepreneurial individual with a commanding presence
- Passion for our vision, with a strong fit with our core values
- Strong communication and interpersonal skills (including strong presentation skills)
- Demonstrated experience in planning, organising and managing various projects to meet goals and objectives – consistently using data to track progress against targets and course correct where needed
- Tenacity and resilience in tracking and leveraging key relationships
- Flexibility – comfortable working within ambiguity
- Appetite to learn and develop
- Strong work ethic – an orientation to work efficiently and effectively
- Willingness to travel up to 30% over the course of the year (20% if based in Melbourne)

### Key Accountabilities

#### Attraction, Selection and Associate Engagement

- Developing and executing region and university-specific plans (in alignment with broader attraction strategy) to meet ambitious application and hire targets
- Actively identifying and meeting with the most outstanding talent, successfully influencing them to apply for the program
- Using sound judgement in executing assessor and associated duties as part of the Associate selection process
- Ensuring that successfully selected Associates have the mind-sets and knowledge to be fully prepared to join the Program, and executing a range of activities to engage, inspire and build community and connection amongst incoming Associates

## Stakeholder Management and Strategic Thinking

- Building, maintaining, and leveraging relationships with a variety of stakeholders to increase brand awareness and application numbers from within our target markets
- Analysing campaign data to identify trends and opportunities by tracking all activity in Salesforce (constituent management platform), regularly reviewing progress towards goals, and course correcting where necessary

## Team Management

- Managing a small team of casual, student Campus Brand Ambassadors who work to build Teach For Australia's brand awareness on university campuses

## Our Values

### Empowering Greatness

We see great possibilities and strive to bring them to life. We seek to lead by example and are agents for change in ourselves, in students and in our society. We create empowering learning environments that enable others to excel.

### Collaboration

We strive to build effective, professional relationships within and across sectors. We have a collaborative mindset that opens us to the opportunities and expertise available through partnerships. We work together - within the organisation, with Associates and with partners, to achieve the individual and systemic changes we seek.

### Innovation

We bring energy and creativity to everything we do. We are excited by new ideas and look for new ways to do things that will bring us closer to achieving our goals. We embrace the opportunity to operate outside our comfort zone as a chance to grow and innovate.

### Outcome Driven

We are inspired by ambitious goals and pursue them with determination. We use fact-based data to think critically about problems and solutions. We take personal responsibility for delivering meaningful, measurable impact within timeframes that are challenging and motivating.

### Humility and Learning

We respect and seek to learn from the communities we serve and the people with whom we work. We recognise the limits of our own experience, ask questions and seek diverse perspectives to inform our views. We work with curiosity and resourcefulness, engage in honest self-reflection and look for ways to continuously improve.

### Resilience

We are resilient when faced with obstacles and undaunted by the scale of the change we seek. We rise to the challenge and never forget why we do what we do.

## Approvals

**Written by:** E. Cullen  
**Approved by:** J. Williams  
**Evaluated by:** F. Lymer  
**Job Grade level:** Senior Officer

**Date:** 20 October 2017  
**Date:** 20 October 2017  
**Date:** 20 October 2017  
**Review date:** 30 June 2018