

ADVERTISEMENT SCHOOL PARTNERSHIPS AND ENGAGEMENT OFFICER

Employment Type: Full Time or Part Time @ 0.8 (contract role, ending 30 June 2018)

Location: Melbourne (Flinders Lane)

- 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 School and Community Partnerships

In support of the organisation's goals, the School and Community Partnerships team is accountable for generating school demand that enables TFA to meet national placement targets. The team oversees the national school engagement and placement process and leads program implementation in each participating State and Territory.

The School and Community Partnerships team is highly motivated and skilled in relationship management and broad stakeholder engagement. The team works closely with key external and internal stakeholders to ensure program success and determine future direction and key priorities for TFA in each placement region.

The team is passionate about developing and maintaining impactful school and community partnerships. To this end, in 2017 the team is focused on enhancing TFA's value proposition and broader offering to partner schools, as well as further enhancing internal systems for on-going management of best-practice for school engagement and relationship management.

About the Position

The School Partnerships and Engagement Officer plays an integral support role within the School and Community Partnerships team. Working closely with State Managers, this role will provide project management and systems support throughout the matching and placement cycle, assist the team with maintaining data quality, school marketing and content development, event coordination, and as required, school engagement activity.

About You

You are a motivated self-starter that enjoys working in a diverse and geographically dispersed team. The opportunity to innovate and work with a high degree of autonomy excites you. Your project management skills are exemplary, you're comfortable with data and have fabulous written communication skills. Most importantly you are mission driven and passionate about addressing educational inequity.

How to Apply

For an opportunity to take your place in this life-changing organisation, [apply here](#), by midnight on Sunday 30th July 2017.

Enquiries can be directed to jobs@teachforaustralia.org.

POSITION DESCRIPTION

SCHOOL PARTNERSHIPS AND ENGAGEMENT OFFICER

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|--------------------|---|--------------------------------------|------------------------------|
| Department: | School & Community Partnerships | Employment type: | Full Time or Part Time @ 0.8 |
| Reports to: | School & Community Partnerships Senior Manager | Financial accountability: | \$NIL |
| Reports: | 0 first level (direct) 0 second level (indirect) | Location: | Melbourne |

Role Purpose

Working closely with State Managers, the School and Community Partnerships (S&CP) team plays a critical support role in generating school demand and maintaining impactful partnerships with schools across the country, supporting the achievement of organisation goals.

The School Partnerships and Engagement officer provides project management and systems support throughout the matching and placement cycle, assist the team in maintaining data quality, school marketing and content development, event coordination, and as required assist with school engagement activity.

Qualifications and Experience

Essential

- A bachelor's degree in a related discipline
- At least 2 years work experience in a similar position

Skills, Attributes and Knowledge

Essential

- Strong project management skills - demonstrated use of organisational tools to manage a diverse set of responsibilities and deadlines
- Exceptional people skills, able to build genuine rapport with internal and external stakeholders
- Adept at data entry, maintaining data quality, and data reporting and communication
- Strong written and verbal communication skills, and ability to adapt style to a range of audiences
- Strong problem-solving skills, that is, identify a problem and apply a framework to generate options for solutions with evidence or rationale
- Understanding of Australian schooling context
- Desire to learn and develop new skills as required
- Evidence of strong commitment to addressing educational inequity

Desirable

- Content and copywriting skills

Key Accountabilities

Project Management

- Manage the delivery of key projects and initiatives in support of the S&CP team achieving the key goal of scale and impact, specifically supporting national matching and placement.
- Liaise with relevant external and internal stakeholders in support of delivery of projects and initiatives, including
 - TFA's university partner,
 - regulatory bodies,
 - partner schools, and
 - department staff.
- Collect feedback and collate data to better inform future strategic planning.
- Organise and coordinate events in support of school engagement and connectivity, specifically Principal Ambassador Network events.
- Assist other functions in activities requiring S&CP engagement and input.
- Support of state government contract reporting.

School Placement Data Management

- Support state teams to systematically capture school engagement and placement data through the Salesforce system.
- Effectively monitor school engagement and placement data.
- Support State Managers and State Teams with reporting of progress to goals.
- Assist in the development of protocols and timeframes for placement that enables TFA to achieve its national objectives, taking into account the various internal and external requirements for placement.

Communication

- Manage regular communications with the S&CP team, particularly requests from other TFA functions
- Share updates and other critical information with the TFA school networks through the design and regular distribution of *News for Schools*.
- Work with the Marketing and Communications team to develop collateral (website and print) – specifically in support of value proposition review.
- Authentic and accurate representation of schools in marketing and communications.
- Support other functions in their interface with participating and prospective schools in each jurisdiction.
- Review of baseline template for school agreements, and development of other documentation that empowers State Managers to create effective partnerships.
- Manage implementation and annual review of the TFA School Visit Policy
- Media opportunities in schools.
- Exhibitions/marketing events e.g. VASSP.
- Develop partner school case studies and profiles.

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: S. Simson
Approved by: K. Rougos
Evaluated by: F. Lymer
Job Grade level: Senior Officer

Date: 11 July 2017
Date: 12 July 2017
Date: 12 July 2017
Review date: 12 July 2018