

ADVERTISEMENT RECRUITMENT SUPPORT OFFICER

Employment Type: Full Time (contract role – February 2018 to 31 December 2018)

Location: Melbourne

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 growth 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

The Recruitment Support Officer role is designed to provide coordination and administrative support to both the Selection and on boarding processes within the Recruitment team. The role will take the lead in coordinating efforts, processes and candidates across the selection and on boarding cycle. The support role is critical in ensuring that the most outstanding graduates are selected, choose to join, and are prepared for commencing the Teach For Australia Leadership Development Program. Managing these 'Associates' across the Admissions process is a key component of the role, and you'll work with key internal and external stakeholders to ensure our Associates join the Leadership Development Program successfully.

Working in a fast-paced, data driven and ambitious team of recruitment specialists, based across the country, you will deliver on 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 written and verbal communication and interpersonal 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 can juggle a number of competing priorities at any given time. Driven by achieving ambitious results and you operate with an intense sense of possibility. You enjoy working independently to devise efficient processes and are motivated by achieving targets. Importantly, you 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 21st January 2018.

Enquiries can be directed to jobs@teachforaustralia.org.

POSITION DESCRIPTION

RECRUITMENT SUPPORT OFFICER

Department:	Recruitment	Employment type:	Full time
Reports to:	Admissions Manager	Financial accountability:	\$NIL
Reports:	0 first level (direct)	Location:	Melbourne

Role Purpose

Provide administrative recruitment support within the Admissions team, that enables a talented and diverse pipeline of individuals to be selected for Teach For Australia's Leadership Development Program, ultimately resulting in placement in one of the communities we serve.

Qualifications and Experience

Essential

- At least two years of relevant work experience
- Experience in process driven administrative support

Desirable

- Experience in high volume recruitment
- Experience using a Customer Relationship Management system or Applicant Tracking System
- Experience working as an Associate or staff member with a Teach For All network partner
- A bachelor's degree in any discipline

Skills, Attributes and Knowledge

Essential

- A highly organised, process and detail-focused individual with the ability to manage a large variety of activity and stakeholders towards discrete outcomes.
- High level of administrative, organisational and planning skills
- Effective communication skills to work in partnership across the Teach For Australia team, enabling optimum recruitment
- Advanced level skills with diary management, email and standard computing software (e.g. Microsoft Word, Excel, PowerPoint, Outlook)
- Strong customer service and support orientation
- Critical problem solving ability, planning strategically toward team outcomes
- Ability to deal efficiently and tactfully with sensitive and confidential matters
- Adaptable and pro-active self-starter who thrives on challenges and is a strong fit with Teach For Australia's vision and core values
- 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 20% over the course of the year to conduct Selection activities

Key Accountabilities

Selection and Associate Engagement

- Project managing our three-stage selection process (online application, phone screen and Selection Day), including:
 - Internal and external staffing strategy, candidate and documentation management, and progress tracking and reporting
 - Manage virtual assessments
- Using sound judgement in executing assessor and associated duties as part of the Associate selection process
- Conducting transcript assessment to decipher what learning areas incoming Associates can teach within the program.
- Ensuring that successfully selected Associates have the information and resources to pass through the Admission gateways in order to join Leadership Development Program and enrol in the Masters of teaching with our university partner, the Australian Catholic University.
- Coordinate the assessments of learning areas of incoming Associates
- Manage and maintain the online learning platform used during the Admission process
- Support and coordinate internal and external stakeholder travel to conduct selection activities
- Project manage the creation and execution of on boarding events conducted nationally.
- Providing general administrative support and coordination of the matriculation process, for example:
 - Collaborative design of strategic communication to Associates at each stage of the admissions process, balancing strong engagement while managing Associate expectations
 - Working with the Teaching and Leadership team to 'hand over' Associates and their records prior to Initial Intensive training to maximise their learning pre-classroom

Stakeholder Management and Strategic Thinking

- 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
- Collaborative design of strategic communication to Associates at each stage of the admissions process, balancing strong engagement while managing Associate expectations
- Working with Marketing and communication function to ensure accurate and strategic messaging is delivered in a timely manner to incoming Associates.
- Maintaining the recruitment section of the Teach For Australia website to ensure information is accurate and current
- Responding to Associate enquiries via phone and email

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: L. Smith
Approved by: J. Williams
Evaluated by: F. Lymer
Job Grade level: Senior Officer

Date: 8 January 2018
Date: 8 January 2018
Date: 8 January 2018
Next Review: 8 January 2019