



## JOB ADVERTISEMENT PROJECT MANAGEMENT SUPPORT

**Employment Type:** Full Time – 9 month Fixed Term

**Location:** Anywhere within Australia

Teach For Australia would like to acknowledge the many Traditional Custodians of the lands throughout Australia. We pay our respects to their Elders past, present and emerging, for they hold the memories, the traditions, the culture and hopes of Australia's first peoples.

- Opportunity to work with an engaged community of educators - working to **close the education gap**
- **Flexible work practices**, including the option to work from home
- Allowance and time off work for **professional development**
- Join us in our commitment and vision for [Reconciliation](#), in a space where we learn and grow together

### About the Position

The TFA Support team is crucial to our ongoing success, allowing us to reach our strategic goals by partnering with teams as required. This team is made up of adaptable support roles focused on Project Management across the organisation and Education support in Coaching and Curriculum. Each team member will be allocated to various teams at various times, providing key expertise and general skills.

### About the Team

The TFA Support team will be made up of people with generalist skills and specific key expertise. Most importantly these people will bring an adaptive and flexible mindset and approach, a "can-do" attitude and a willingness to take on any important work that needs to be done.

### About You

- A Bachelor's degree in a relevant discipline
- Project management experience (qualification desirable)
- A broad range of experience, including working in the for purpose sector and across a range of organisational settings (operational, programmatic, engagement etc)
- Expert facilitator and great communicator
- Understanding of operations, procedures and policies related to the specific business area.
- Process re-engineering/business improvement/change management.

**Teach For Australia encourages applicants of all backgrounds to apply.**

### How to Apply

For an opportunity to take your place in this life-changing organisation:

1. [Apply here](#), by 11.59pm AEDT on **31 October 2021**, and
2. Email your CV to [jobs@teachforaustralia.org](mailto:jobs@teachforaustralia.org), with the subject line 'Application: Project Management Support' (ensure your CV is clearly labelled with your full name.)

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

Please note that you must have the appropriate right to work in Australia in order to be eligible for this role. Successful candidates will be required to undertake a National Police Clearance, and obtain a valid Working With Children Check.

For more information about Teach For Australia and its impact on educational disadvantage, please visit <https://teachforaustralia.org/>.

## JOB DESCRIPTION

**Role Title:** Project Management Support

**Function:** People and Culture

**Reports To:** Chief of Staff

**Employment Status:** Full Time – 9 month Fixed Term

**Financial Accountability:** Nil

**People Management:** Nil

**Location:** Anywhere within Australia

### Role Purpose

Over the past 18 months, TFA has responded well and has been able to transform the delivery of much of its work in service of students in response to the disruption caused by the COVID-19 pandemic. The TFA Support team is crucial to our ongoing success, allowing us to reach our strategic goals by partnering with teams as required. This team is made up of adaptable support roles focused on Project Management across the organisation and Education support in Coaching and Curriculum. Each team member will be allocated to various teams at various times, providing key expertise and general skills.

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This role will create additional capacity within the organisation that can be deployed to a priority project, a team or number of projects and teams, in lead or supportive roles to boost capacity where needed. The role holder will provide project management and generalist skill sets, be highly flexible and adaptive and be able to work in support of a range of areas across the organisation.

### Qualifications and Experience

#### Essential

- A Bachelor’s degree in a relevant discipline
- Project management experience (qualification desirable)
- A broad range of experience, including working in the for purpose sector and across a range of organisational settings (operational, programmatic, engagement etc)
- Expert facilitator and great communicator
- Understanding of operations, procedures and policies related to the specific business area.
- Process re-engineering/business improvement/change management.

#### Desirable

- Experience in Education Sector

### Skills, Attributes and Knowledge

#### Essential

- Highly **adaptive, supportive, organised and innovative** with a strong desire to “Make it Happen” and do what needs to be done.
- **Emotionally intelligent**, able to work effectively and collaboratively with diverse individuals and teams across different geographies and contexts, and establish productive ways of working that enable shared goals to be set and met
- Skilled at **leading and being part of teams** in a target driven environment
- Demonstrated **problem solving** and prioritizing skills

- A **strong commitment to addressing educational inequity**

## Desirable

- Current knowledge of the Australian schooling context

## Primary Accountabilities

- Supporting or leading on small to mid-size projects as and when required
- Proactive support on project related tasks
- Refining or running processes, in consultation with team members/stakeholders/business consultants, which will support the implementation of the project or work
- Identifying key stakeholders and working pro-actively to gain their support and endorsement by establishing contacts, conducting presentations/workshops and attending stakeholder meetings.
- Identifying risks affecting delivery of work outcomes and where necessary deploys contingencies to ensure completion of project.
- Identifying project dependencies and working with relevant departments to ensure plans can be carried out effectively and dependencies are resolved.
- Developing and managing regular project plan progress updates
- Representing or having involvement with corporate projects, committees, and change management programs as required.

## Our Values

### Serve the Students

Everyone at TFA works in service of our vision for children and young people: an Australia where education gives every child, regardless of background, greater choice for their future. Our partnerships – with teachers and leaders in schools and across communities, organisations and systems – is in service of making their future fairer and brighter.

### Have High Expectations

Having high expectations – for ourselves, of others, and of what should be possible for students – is essential. The students we serve deserve no less. This does not mean setting unrealistic expectations that cannot be met, however this does mean having a sense of possibility and being motivated by a bold ambition.

### Make It Happen

To best serve students and their futures, we know there is a lot of work to be done. Not all of it will be straightforward. We act with deliberate intent. 'Hope is not a strategy'; we use data, creativity and the wisdom of experience to plan then execute. Our work is a marathon not a sprint, so we pace ourselves, working hard and smart.

### Get There Together

We have a big vision and mission. We can't – and won't – achieve it on our own. Authentic, mutually reciprocal relationships come first. We know that relationships – with students, colleagues, the TFA community, and countless others involved in this work – underpin everything else. Through trusting relationships, we can harness the power of collaboration and foster a collective sense of belonging.

### Celebrate Along the Way

We find joy and possibility in the big vision of what could be. We celebrate the strength and uniqueness of every student, and those who work in service of them. To sustain ourselves, we strive to laugh often and celebrate the small wins along the way. We believe in acknowledging contributions, recognising how far we have come by leveraging our strengths, and working with gratitude, humour and a bit of fun to keep us motivated for the journey ahead.