

JOB ADVERTISEMENT

PROGRAM MANAGER – DESIGN AND DELIVERY (FUTURE LEADERS PROGRAM)

Employment Type: Full time
Maximum term contract until 1 February 2024

Location: Australia - National

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

This role is responsible for the design and delivery of the Future Leaders Program (FLP), and contributes to achieving TFA's strategy across all domains, including the organisations commitment to Reconciliation.

The Program Manager is accountable for the effective roll out of the program, support with participant coaching, partnerships, the design and delivery of program assets and evaluation required to deliver on program ambition and commitments and to ensure that we maximise learning to inform future work by TFA and others in the sector.

About Teach For Australia

Our vision is an Australia where education gives every child, regardless of background, greater choice for their future. The mission is to grow a community of leaders committed to equity for children and young people, by recruiting and developing exceptional people to teach and lead across Australian schools

About You

- Graduate degree in Education – or a related discipline
- Experience designing curriculum and/or professional learning for adults (preferably in relation to leadership development)
- Experience delivering adult learning in a variety of settings
- At least 3-5 years of school leadership experience in a low socioeconomic community, with demonstrated positive impact on students
- At least 2-4 years' experience as a coach in education, increasing others' effectiveness

Teach For Australia encourages applicants of all backgrounds to apply.

How to Apply

Please apply via the link with your CV and Cover letter, addressing the questions below:

- Why do you want to work at Teach For Australia?
- A brief description of the experience you have developing and delivering content for adult learners.
- A brief description of the experience you have in professional coaching and/or mentoring.
- A brief description of any experience you have working in or with the regional and rural education sector.

For an opportunity to take your place in this life-changing organisation please [Apply here](#), by midnight on **Sunday, 29 January 2023.**

All enquiries can be directed to 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/>. Please note, Teach For Australia will be closed over the end of the year holidays. Candidates may not be contacted until early next year.



JOB DESCRIPTION

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|--------------------|---------------------------------------|----------------------------------|---|
| Role Title: | Program Manager – Design and Delivery | | |
| Function: | Future Leaders Program | Financial Accountability: | \$NIL |
| Reports To: | National Program Manager | People Management: | 0 first level (direct) 0 second level (indirect) |

Role Purpose

This role is responsible for the design and delivery of the Future Leaders Program (FLP), and contributes to achieving TFA's strategy across all domains, including the organisations commitment to Reconciliation.

With student outcomes persistently below minimum standards and communities facing multiple compounding factors of disadvantage, Regional Rural and Remote schools (RRR), in particular, need leadership support. The FLP is a program funded by the Commonwealth Department of Education. It tests a new approach to strengthening the school leadership pipeline in RRR schools in Australia. The program focuses on equipping high achieving educators with the skills, knowledge and experience to support the growth of the pipeline of ready leaders to transition to higher leadership roles in communities that need them the most.

The Program Manager is accountable for the effective roll out of the program, support with participant coaching, partnerships, the design and delivery of program assets and evaluation required to deliver on program ambition and commitments and to ensure that we maximise learning to inform future work by TFA and others in the sector.

Qualifications and Experience

Essential

- Graduate degree in Education – or a related discipline
- Experience designing curriculum and/or professional learning for adults (preferably in relation to leadership development)
- Experience delivering adult learning in a variety of settings
- At least 3-5 years of school leadership experience in a low socioeconomic community, with demonstrated positive impact on students
- At least 2-4 years' experience as a coach in education, increasing others' effectiveness

Desirable

- Masters' degree in Education
- Experience or exposure to Teach For Australia's Future Leaders Program and/or the Leadership Development Program
- Experience in project management
- Experience working with rural and/or remote communities



Skills, Attributes and Knowledge

Essential

- Commitment to Teach For Australia's vision and mission, and commitment to continuously developing a deeper understanding of Teach For Australia's theory of problem and change
- Strong understanding of Australian schooling landscape, leadership development and willingness to stay abreast of this
- Emotionally intelligent, able to work effectively and collaboratively with diverse individuals and teams across different geographies and contexts
- Commitment to reconciliation in Australia both in tackling educational inequity, within TFA and personally
- Exceptional people skills, able to invest others in a goal and build genuine rapport with new stakeholders
- Exceptional oral and written skills
- Ability to co-design and collaborate, as well as work autonomously
- Very strong personal time and task management skills
- Strong facilitation skills, engaging adult learners to ensure commitment to action and increased leadership
- Strong ability to coach others—including listening, questioning, and giving feedback
- Adaptability and openness to operate in ambiguity
- Growth mindset
- Demonstrated problem solving ability and judgement, weighing up opportunities and risks with all available data while not ignoring your instinct

Desirable

- Extensive knowledge of leadership development expertise and current leadership research in Australia
- Ability to set goals, devise work plans and manage implementation for long-term projects
- Proven ability to develop and leverage relationships toward achievement of goals

Primary Accountabilities

Curriculum Design and Delivery

- Design and deliver Future Leaders Programs curriculum and components in line with the organisations Theory of Leadership
- Facilitate face-to-face and virtual sessions for programming
- Manage program components, including inclusion of expert presenters, coaching, in-school activities, peer to peer learning
- Establish and/or manage partnerships with other organisations/contractors to design and deliver specific program components
- Oversee and lead the project management of program delivery components including planning, scheduling, and resourcing
- Support creative thinking around alternative approaches or opportunities within the Future Leaders Programs, including adjusting and creating multiple curriculum options to fit varying contexts

Leadership Coaching

- Coach program participants one-on-one, primarily through virtual meetings to support them to set and achieve ambitious goals for themselves, their teams and their students
- Read and provide both written and oral feedback to participants' change project (Innovation project) plans, hold participants to account to realise their plans, and help monitor progress of those plans via coaching support
- Provide feedback to participants on their leadership performance, based on direct observation and reviewing other forms of evidence
- Collect and analyse data on participant skills and impact to evaluate program effectiveness



Resource and Tool Development

- Oversee the design or identification of supplementary resources, including but not limited to diagnostic and summative assessments
- Manage online resource sharing, accessibility for participants and ongoing development of online learning opportunities
- Develop and test programmatic assets within the Future Leaders Program and with broader audiences across Teach For Australia

Reconciliation

- Ensure program design and delivery encapsulates First Nations knowledge, principles, perspectives and ways of being in balance with Western ways
- Ensure First Nations voices are represented in program design and delivery
- Support Teach for Australia's commitment to Reconciliation and the creation of a culturally safe team and workplace
- Demonstrated and shared understanding of the dominant cultures impact on First Nations culture and identity.

Community & Partnership Building

- Develop and execute on plans to build networks of participants both within regions and nationally to support peer to peer learning, collaboration and sustainability of program outcomes
- Develop and build upon partnerships with key community organisations, recognised providers and leadership experts to foster ongoing connection and collaboration with key stakeholders
- Act as program and brand ambassadors when speaking about the program and work

Contributory Accountabilities

Cross Functional Collaboration

- Support alignment and sharing of learning between the Future Leaders Program and Teach For Australia Leadership Development Program as relevant
- Provide advice and support as relevant on the Teach For Australia Leadership Development Program and Mentoring Program, based on teaching and leadership expertise
- Support activities and processes to select future participants
- Support design and development of evaluation activity to measure the impact of The Future Leaders Program
- Support reporting and program sustainability initiatives



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.

