

JOB ADVERTISEMENT

RECRUITMENT MANAGER

Employment Type: Full time
Maximum term contract until 31 December 2025

Location: 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

To source, compel and support talented and diverse individuals to apply to Teach For Australia's Leadership Development Program.

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

- At least three years relevant experience in a similar dynamic working environment
- A bachelor's degree in any discipline
- Experience in recruitment, sales, advocacy, campaigning, development or fundraising, and/or;
- Experience working as an Associate or staff member with a Teach For All network partner

Teach For Australia encourages applicants of all backgrounds to apply.

Please apply via the link with your CV and address the questions below:

- Why do you want to work at TFA? *(300 words max)*
- What attracted you to this role? *(300 words max)*
- Describe your sales experience and how you have delivered to targets in the past. How did you track targets and can you outline what you did to meet targets?

How to Apply

For an opportunity to take your place in this life-changing organisation please [Apply here](#), by 11.59pm AEDT on **Thursday, 23 March 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/>.



JOB DESCRIPTION

Role Title:	Recruitment Manager	Financial Accountability:	\$NIL
Function:	Recruitment	People Management:	0 first level (direct) 0 second level (indirect)
Reports To:	Senior Recruitment Manager		

Role Purpose

To source, compel and support talented and diverse individuals to apply to Teach For Australia's Leadership Development Program.

Qualifications and Experience

Essential

- At least three years relevant experience in a similar dynamic working environment

Desirable

- A bachelor's degree in any discipline
- Experience in recruitment, 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

- Demonstrated 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 guiding presence
- Passion for the TFA vision, and a strong personal alignment with our core values
- Proven communication skills, both written and verbal (including strong presentation skills)
- Outstanding interpersonal 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
- Demonstrated tenacity and resilience in tracking and leveraging key relationships
- A proven aptitude to working ambiguously and within a growing organisation
- Appetite to learn and develop within a role
- Proven work ethic including an orientation to work efficiently and effectively
- Willingness to participate in work related travel up to 30% over the course of the year

Primary Accountabilities

Attraction, Selection and Associate Engagement

- Graduate segment:
 - Developing and executing region and university-specific plans (in alignment with broader segment attraction strategy) to meet ambitious application and hire targets
- Career changers segment:
 - Developing and executing regional plans (in alignment with broader segment attraction strategy) to meet ambitious application and hire targets



- Actively identify and meet with the most outstanding talent and successfully influence 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
- Other role related accountabilities as required from time to time

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



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.