JOB ADVERTISEMENT
LEARNING DESIGN AND DELIVERY PROJECT LEAD

Employment Type: Full time
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
The Learning Design and Delivery Project Lead is responsible for the end-to-end project and event management of learning events delivered as part of Teach For Australia’s Leadership Development Program (LDP). The LDP includes intensive-style events delivered annually at regional and national levels, in-person and virtually.

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

Essential
- Proficient knowledge and experience in project or event management and implementation of tasks requiring strong organisational skills and long-term planning.
- Experience in long-term project management with numerous complex elements, stakeholders, and resource planning.
- Experience working to tight deadlines and managing multiple work streams.

Teach For Australia encourages applicants of all backgrounds to apply.

How to Apply
Please note, we will be running a rolling recruitment process, so please do not wait with your application. Apply via the link here with your CV.

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: Learning Design and Delivery Lead
Function: Learning Design and Delivery Team
Reports To: Learning Design and Delivery Manager
Financial Accountability: Manage project to budget
People Management: N/A

Role Purpose
The Learning Design and Delivery Project Lead is responsible for the end-to-end project and event management of learning events delivered as part of Teach For Australia’s Leadership Development Program (LDP). The LDP includes intensive-style events delivered annually at regional and national levels, in-person and virtually.

A specific focus is on managing the delivery of a national intensive event across November—December every year (National Initial Intensive). This role will work across teams to ensure that Teach For Australia delivers high-quality and cost-effective learning. This role will also help drive team knowledge management processes and ensure robust documentation across all learning events.

Please note: the successful applicant will be expected to be able to work from November - December.

Qualifications and Experience

Essential
- Proficient knowledge and experience in project or event management and implementation of tasks requiring strong organisational skills and long-term planning.
- Experience in long-term project management with numerous complex elements, stakeholders, and resource planning.
- Experience working to tight deadlines and managing multiple work streams.

Desirable
- Prior experience and engagement with the Teach For Australia program or other Teach For All programs, as a participant, staff member, or stakeholder working in another capacity.
Skills, Attributes and Knowledge

Essential

- Commitment to Teach For Australia’s vision and mission and desire to deepen understanding of educational equity.
- Project and event management skills and a strong track record of long-term planning and coordination of interrelated work streams over an extended period.
- Strong problem-solving ability and judgement, that is, identify a problem and apply a framework to generate options for solutions with evidence or rationale.
- Reflects and acts on feedback effectively, demonstrating a growth mindset.
- Strong relationship management skills, able to invest others, build rapport, and leverage relationships toward goal achievement.
- Capable and fluent in project management tools and processes (such as RAPID, RACI, Gantt charts, risk identification and mitigation plans).
- Proven experience delivering projects within an identified budget.

Desirable

- Excellent writing and analytical skills with an ability to seek, interpret, and synthesize data.
- Knowledge of Australian schooling context, tertiary sector and/or Initial Teacher Education
- Ability to oversee compliance with organizational knowledge management policies.
- Fluent in MS Office applications, particularly Excel, Word, PowerPoint, Sharepoint and Teams.
- Basic understanding of database management systems (ideally Salesforce).

Primary Accountabilities

Participant Learning Events

- Lead end-to-end project and event management of national and regional learning events, including the National Initial Intensive.
- Design processes for and manage the logistics and communication for multiple stakeholders for in-person and virtual events.
- Coordinate delivery of annual school practicum experience during November and December in collaboration with teams nationwide.
- Coordinate and manage the delivery of all learning events within the allocated budget.
- Oversee delivery logistics and troubleshoot live risks and issues.

Knowledge Management

- Oversee implementation of relevant policies and update policies and procedures as required.
- Design processes for and implement team knowledge management structures.
- Collaborate across TFA teams to facilitate a cohesive Associate journey across the two-year Leadership Development Program.
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.