

JOB ADVERTISEMENT PROGRAM COORDINATOR

Employment Type: Fixed term until 30 June 2024

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

This role is responsible for supporting the communications and administration of the Future Leaders Program (FLP), as well as supporting delivery of the program, including selection of participants, logistical coordination of program delivery and events.

Please note:

- The successful applicant will be expected to be able to work from November-January.
- This is a fixed term, full-time time position, until 30 June 2024

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

- Experience in recruitment marketing and communications
- Experience in stakeholder relationship support
- At least two years relevant experience in a dynamic working environment
- Event coordination experience
- Strong communication skills – written, oral, digital and visual
- Experience in project 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 please [Apply here](#), by 12pm Tuesday, 26 September 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:** Program Coordinator
- Function:** Future Leaders Program
- Reports To:** Senior Program Coordinator

Role Purpose

This role is responsible for supporting the communications and administration of the Future Leaders Program (FLP), as well as supporting delivery of the program, including selection of participants, logistical coordination of program delivery and events.

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 3 year program pilot funded by the Australian 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 teachers 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.

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

Qualifications and Experience

Essential

- Experience in recruitment marketing and communications
- Experience in stakeholder relationship support
- At least two years relevant experience in a dynamic working environment
- Event coordination experience
- Strong communication skills – written, oral, digital and visual
- Experience in project management

Desirable

- Understanding of the TFA Future Leaders Program, Leadership Development Program, or other similar programs
- Experience working with rural and/or remote communities
- A bachelor's degree in any discipline

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
- 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
- Growth mindset
- Demonstrated problem solving ability and judgement, weighing up opportunities and risks with all available data while not ignoring your instinct

Desirable

- Basic understanding of database management systems (ideally Salesforce).
- 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
- Knowledge of leadership development expertise and current leadership research in Australia

Key Accountabilities

Participant stakeholder management

- Undertake regular communications with program participants (prior to and throughout the program)
- Support regular communications with participating schools
- Manage resource portal for Fellows
- Support with alumni communications

Program Delivery Support

- Support activities and processes to select future participants
- Manage logistics of program face-to-face sessions and virtual sessions (e.g. venue selection, preparation of materials, catering)
- Support program delivery where required (e.g. coordinating leadership coaching matches, visits to other schools, learning cluster meetings)

Program Evaluation

- Coordinate logistics of all activities that evaluate program's impact (including participant and principal surveys, focus groups and interviews)
- Support evaluation processes and communications with Fellows and others
- Collate data from sessions and organise for sharing with others, both internally and externally, at relevant times to inform continuous improvement (e.g. feedback on sessions, coaching evaluations, etc.)
- Support with research approvals where necessary

Marketing and communications

- Support the execution of attraction strategy for program participants
- Support brand awareness development through digital channels including social media, electronic direct mail and website
- Support creation of content and case studies of impact to support program presence online



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.

