

## Recruitment Officer

### Role Purpose

To provide support in sourcing, compelling and supporting talented and diverse individuals to apply to Teach For Australia's Leadership Development Program.

### Qualifications and Experience

#### Essential

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

#### Desirable

- 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

- Some exposure to influencing, inspiring and motivating people to quickly develop relationships with potential recruits and individuals in organisations
- Confident to work autonomously and seek guidance when required
- Passion for the TFA vision, and a strong personal alignment with our core values
- Proven communication skills, both written and verbal (including basic presentation skills)
- Sound interpersonal skills
- Entry level experience in contributing to various projects to meet team goals and objectives
- 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:
  - Executing region and university-specific plans (in alignment with broader segment attraction strategy) to meet ambitious application and hire targets
- Career changers segment:
  - Executing regional plans (in alignment with broader segment attraction strategy) to meet ambitious application and hire targets

- Actively identifying and meeting with the most outstanding talent and successfully influencing them to apply for the program
- Using sound judgement in executing assessment 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
- Supporting the team to analyse campaign data to identify trends and opportunities by tracking all activity in Salesforce (constituent management platform), regularly reviewing progress towards goals, and seeking support to course correct where necessary
- Other role related accountabilities as required from time to time

### **Reconciliation and DEIB (Diversity, Equity, Inclusion, and Belonging) Accountabilities**

- Demonstrate openness, curiosity, and respect towards TFA's commitment to Reconciliation, Diversity, Belonging and Inclusion in a way that aligns to your personal learning journey in a professional setting. This may include, but is not limited to; joining internal committees, engaging in professional learning sessions, supporting members of your team in their learnings, leaning into work in this space outside the scope of your role, supporting your Functional area to drive strategic Reconciliation/DEIB initiatives etc.

