

ADVERTISEMENT – PROGRAM OFFICER, TEACH TO LEAD

Employment Type: Full Time (two year contract) **Location:** Melbourne (Flinders Lane)

- Flexible work practices (choice of where and when to work), enabling achievement of outcomes
- Passionate, professional and ambitious team, working together to close the education gap

About Teach For Australia

At age 15, students from low socioeconomic backgrounds are on average almost three years behind their counterparts from high socioeconomic backgrounds. Teach For Australia's vision is of an Australia where *all* children, regardless of background, attain an excellent education.

We work towards this vision by recruiting highly competent individuals from diverse academic backgrounds and train and develop them to become exceptional teachers and inspirational leaders that meet the needs of schools in low socioeconomic communities and the broader education system.

About Teach To Lead

In 2016, Teach For Australia (TFA) launched a new program – [Teach To Lead](#). The goal of this program is to develop a pipeline of exceptional future leaders – specifically for disadvantaged schools. The first cohort of 16 participants (called 'Fellows') commenced Teach To Lead in April 2016, and the second cohort commenced in January 2017. The program is supported by the Sidney Myer Fund, Gandel Philanthropy, the Victorian Government Department of Education and Training and the Northern Territory Department of Education.

About the Position

The Program Officer is responsible for supporting the delivery and evaluation of the Teach To Lead program. The role manages Teach To Lead's attraction and selection of candidates and communications with participating schools, as well as supporting the Program Director with selected aspects of participants' learning and evaluation.

About You

You will have a bachelor's degree, coupled with at least 3 years' work experience and demonstrated skills in project management, building relationships and communicating effectively. Ideally you will have experience in recruitment and/or selection for a highly selective program, scholarship or organisation. See the Position Description for further details.

How to Apply

For an opportunity to take your place in this life-changing organisation, [apply here](#), by midnight on Sunday 21st May 2017.

Enquiries can be directed to Kat Pearce via email, kat.pearce@teachforaustralia.org or via phone +61 412 837 407.

POSITION DESCRIPTION – PROGRAM OFFICER, TEACH TO LEAD

Department:	Teach To Lead	Employment type:	Full time (2 year contract)
Reports to:	Program Director	Financial accountability:	NA
Reports:	NA	Location:	Melbourne

Role Purpose

The Program Officer is responsible for supporting the program's delivery and evaluation through a range of activities. The candidate will manage Teach To Lead's attraction and selection of candidates, and communications with participating Fellows and schools. The Program Officer will also work closely with the Senior Manager, Curriculum Design & Delivery and the Program Director to support program evaluation and planning of activities with Fellows (i.e. face-to-face sessions, leadership coaching, other in-school activities).

Teach To Lead is part of the Programs team at Teach For Australia, and the Program Officer will also collaborate with and draw on the expertise of other teams, for example in relation to school and alumni engagement.

Qualifications and Experience

Essential

- A bachelor's degree in a relevant discipline
- At least 3 years' work experience
- Experience in project management
- Experience in writing clear and concise prose for a professional audience

Desirable

- Experience working in fast-paced environments/start-up ventures
- Experience coordinating or supporting recruitment and/or selection for a highly selective program, scholarship or organisation
- Understanding of the TFA Associate Program, or other similar program

Skills, Attributes and Knowledge

Essential

- Commitment to Teach For Australia's vision and mission
- Strong written and verbal communication skills, and ability to adapt style to a range of audiences
- Strong personal time and task management skills - demonstrated use of organisational tools to manage a diverse set of responsibilities and deadlines
- Exceptional people skills, able to build genuine rapport with new stakeholders (e.g. senior school leaders)
- Strong problem-solving skills and ability to collaborate
- Understanding of Australian schooling landscape
- Comfortable working in a start-up environment, often with some ambiguity

Key Accountabilities

Attraction and selection of Fellows

- Coordinate attraction activities
- Manage email communications with target schools and applicants
- Contact target schools and high-potential leaders to encourage their involvement
- Manage logistics of selection process (i.e. application screening, selection days, and associated data management)
- Manage communications with applicants

Communications with participating schools

- Manage regular communications with Fellows (prior to and throughout the program)
- Manage regular communications with participating schools
- Ensure program website is up-to-date
- Manage resource portal for Fellows

Program delivery

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

Program evaluation

With guidance from the Program Director:

- Coordinate range of activities to evaluate program's impact (including participant and Principal surveys, focus groups and interviews)
- Ensure information is collected and analysed at relevant times to inform continuous improvement

Our Values

Empowering Greatness

We see great possibilities and strive to bring them to life. We seek to lead by example and are agents for change in ourselves, in students and in our society. We create empowering learning environments that enable others to excel.

Collaboration

We strive to build effective, professional relationships within and across sectors. We have a collaborative mindset that opens us to the opportunities and expertise available through partnerships. We work together - within the organisation, with Associates and with partners, to achieve the individual and systemic changes we seek.

Outcome Driven

We are inspired by ambitious goals and pursue them with determination. We use fact-based data to think critically about problems and solutions. We take personal responsibility for delivering meaningful, measurable impact within timeframes that are challenging and motivating.

Humility and Learning

We respect and seek to learn from the communities we serve and the people with whom we work. We recognise the limits of our own experience, ask questions and seek diverse perspectives to inform our views. We work with curiosity and resourcefulness, engage in honest self-reflection and look for ways to continuously improve.

Innovation

We bring energy and creativity to everything we do. We are excited by new ideas and look for new ways to do things that will bring us closer to achieving our goals. We embrace the opportunity to operate outside our comfort zone as a chance to grow and innovate.

Resilience

We are resilient when faced with obstacles and undaunted by the scale of the change we seek. We rise to the challenge and never forget why we do what we do.

Approvals

Approved By: Kallie Rougos, General Manager Programs Team

Date Approved: 2 May 2017