

Wollongong Program Manager

Job Description

The Role

As a High Resolves Program Manager, you will deliver the High Resolves Global Citizens and Leaders program to high school students at a diverse range of schools in the Illawarra Region. This will give you the opportunity to influence the life trajectories of thousands of high school students as you lead them through immersive in-school workshops designed to develop critical global competencies and build personal and social capabilities.

The role involves dynamic facilitation of workshops and relationship building with multiple schools, including coordination of logistics for delivery. Workshops run for 2-2.5 hours and are delivered to groups of 60 students at a time. Schools typically run two workshops per day. In addition to the Illawarra region, the role will also involve travel to a portfolio of schools in the greater metropolitan Sydney area as well regional and rural NSW on occasion.

This position reports to the High Resolves NSW Program Director.

Detailed Job Breakdown

Program Facilitation (70%)

- Deliver the High Resolves program in schools to high school students, exuding energy, enthusiasm, confidence, and belief in students
- Facilitate groups of approximately 60 students in school venues
- Deliver professional development to teachers in schools and at centralised locations, and to youth workers in relevant organisations
- Manage pre- and post-delivery logistics with schools and youth organisations, including processing of evaluations
- Stay abreast of all significant events and trends (local, national, and global) that relate to the program content
- Deeply study and learn the High Resolves Theory of Change and the core offering at a deep level of mastery

Relationship Development (20%)

- Initiate, maintain, and grow strong relationships with schools and implement High Resolves experiences at all participating schools and new prospective schools
- Promote all aspects of the High Resolves program to participating schools and youth organisations (e.g. student workshops, teacher professional development, teaching resources, Videos for Change)

Project Support (10%)

- Manage and monitor the execution of key deliverables for agreed projects, including reporting requirements for externally funded initiatives
- In consultation with the regional Head of Curriculum, ensure the appropriate rigors of evaluation and success metric reporting are applied to all initiatives
- Ensure all key stakeholders (internal and external) are engaged as and when required to support project requirements

Remuneration Package

- This is a permanent, full time position, starting from January 2020.
- Remuneration for the successful applicant will involve three components:
 - Base salary of \$72,000 per annum
 - Annual performance-based bonus of \$5,000, which is pro-rated based on actual service in each calendar year
 - Superannuation of 9.5% of all wages
- Total maximum potential remuneration package is \$84,315 per annum
- Annual leave of 25 days, which is pro-rated based on actual service in each calendar year
- We support flexible and part-time working arrangements at High Resolves.

Qualifications, Experience, Skills, and Attributes

Qualifications:

- A tertiary qualification in education/teaching is strongly preferred

Experience:

- At least three years of direct teaching or large group facilitation experience in a high school environment is strongly preferred
- Experience in public speaking to large groups is essential
- Experience in developing and maintaining professional relationships is essential
- Experience managing and motivating small teams will be viewed favourably
- Overseas development experience will be viewed favourably

Skills and Attributes:

- Ability to establish and professionally manage external relationships
- Ability to inspire and engage large groups of students aged 12-16 years
- Confident and charismatic public speaking style
- Ability to quickly and calmly solve problems under pressure
- Positive, 'can-do' attitude and strong interpersonal skills
- Able to cope with the demands of frequent program facilitation in varying locations
- Ability to think ahead and to manage time effectively
- Genuine team player and 'people person'
- Genuine respect for young people
- Genuine passion for educating and developing youth
- Passionate about global issues and social justice
- Willing to travel to schools in the Illawarra Region, as well as schools within metropolitan Sydney and regional and rural NSW on occasion.

Other Requirements

- Access to a vehicle will be essential for this role for visits to schools, especially schools in regional and rural areas of NSW. All travel expenses will be reimbursed (i.e. both public transport and car).
- Successful Working with Children Check or current teaching registration and Criminal History Checks are mandatory
- Applicants must hold a valid working visa to work in Australia for the next two years

How to apply for this job

The application process will consist of three stages. You will need to be successful in each round to move on to the subsequent round.

Stage 1 is the submission of your CV and question responses telling us what attracts you to the role and what specific skills and experience you have that will make you the ideal candidate for the role.

Applications should be submitted through <https://applynow.net.au/jobs/115207> by COB on Friday 12th December 2019. Early applications are highly recommended and will be reviewed as submitted.

We are an equal opportunity employer founded on the principles of inclusive leadership. We support flexible and part-time working arrangements for our people. Applications from people of Aboriginal and Torres Strait Islander descent are encouraged.

Please note that the planned start date for this role is **January 2020 (start date negotiable)**.