

JOB ADVERTISEMENT RECRUITMENT & ONBOARDING COORDINATOR



Employment Type: Full time

Contract role to 31 December 2022 (possibility of extension, aligned to funding)
National/Remote

Location:

We have offices located in Melbourne and Perth. If you are not located near our offices, there is the flexibility to work remotely from your home office.

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.

- Passionate, professional and ambitious team 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

Working with a variety of stakeholders, this role supports and helps guide our Incoming Associate journey into our [Leadership Development Program](#). This position will execute assessor and selection activities as part of program recruitment and collaborates with various stakeholders to support the placement of Associates – all while ensuring regular communication and strong engagement with our incoming Associates throughout the year. This role also undertakes a wide variety of administrative duties, including the management of a high volume email inbox, coordinating events and travel logistics, and also supporting the online learning platform used in the onboarding process. *Note: that there will be some travel around Australia to coordinate Selection activities, in line with Government advice regarding COVID-19.*

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. As Teach For Australia seeks to grow to scale, our team is responsible for finding Australia's future leaders. By helping our country understand that educational inequity represents the biggest issue facing our society, we aim to attract and select the most diverse group of tomorrow's leaders to the program – in pursuit of our vision.

About You

- At least two years of relevant work experience
- Highly organised, process and detail-focused
- Strong customer service and support orientation, with excellent communication skills
- Advanced level skills with diary management, email and standard computing software
- Demonstrated commitment to our vision and [Core Values](#)

Teach For Australia values diversity, and we welcome applicants of all backgrounds to apply.

How to Apply

1. [Apply here](#), **by 11:59pm on Tuesday 8 December 2020**, and
2. Email your CV to jobs@teachforaustralia.org, with the subject line 'Application: Recruitment and Onboarding Coordinator' (ensure your CV is clearly labelled with your full name.)

All enquiries can be directed to jobs@teachforaustralia.org. Please note that shortlisting will occur on a rolling basis. 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.



TEACHFOR
AUSTRALIA
Full time

JOB DESCRIPTION

Recruitment and Onboarding Coordinator

Department: Recruitment

Reports to: Admissions Manager

Reports: 0 first level (direct)

Employment type:

**Financial
accountability:**

\$NIL

Role Purpose

Provide high-level administrative recruitment support across the Incoming Associate journey that enables a talented and diverse pipeline of individuals to join Teach For Australia's Leadership Development Program, ultimately resulting in placement in one of the communities we serve.

Qualifications and Experience

Essential

- At least two years of relevant work experience
- Experience in administrative support
- Experience in a fast-paced, high volume workplace

Desirable

- Experience in high volume recruitment
- Experience using a Customer Relationship Management system or Applicant Tracking System
- Experience working as an Associate or staff member with a Teach For All network partner
- A bachelor's degree in any discipline

Skills, Attributes and Knowledge

Essential

- A highly organised, process and detail-focused individual with the ability to manage a large variety of activity and stakeholders towards discrete outcomes.
- Strong customer service and support orientation for external and internal stakeholders
- Advanced level skills with diary management, email and standard computing software (e.g. Microsoft Word, Excel, PowerPoint, Outlook)
- Ability to deal efficiently and tactfully with sensitive and confidential matters
- Adaptable and pro-active self-starter who thrives on challenges and is a strong fit with Teach For Australia's vision and core values
- Flexibility – comfortable working within ambiguity
- Willingness to travel up to 20% over the course of the year to conduct Selection activities

Desirable

- Critical problem solving ability, planning strategically toward team outcomes
- Experience with Salesforce and MailChimp

Key Accountabilities

Selection and On-boarding

- Using sound judgement in executing assessor and associated duties as part of the Associate selection process
- Ensuring that successfully selected Associates have the information and resources to pass through the Admission gateways in order to join Leadership Development Program and enrol in the Masters of Teaching with our university partner
- Coordinate the assessments of applicant transcripts for enrolment into Masters of Teaching
- Manage central email inbox and respond to queries quickly, professionally, and accurately.
- Support the online learning platform used during the on-boarding process
- Coordinate travel to the initial training in November
- Provide administrative support for the placement process, including supporting Associates to register as teachers in all states/territories we work in



Customer Service and Support

- Providing general administrative support and coordination of the on-boarding process
- Collaborative design of strategic communication to Associates, balancing strong engagement while managing Associate expectations
- Collaborate with the training team to provide timely information to candidates
- Responding to Associate enquiries via phone and email

Data Management and Reporting

- Support internal knowledge management by keeping detailed and accurate records
- Maintain oversight of key processes and communicate progress on key goals and KPIs to Admissions Manager regularly
- Work with placement team coordinate teacher registration and communicate progress to key internal stakeholders

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.

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.

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.

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.