

# Education Advisor

## PURPOSE OF THE POSITION

As the Education Advisor you work closely with the Senior Education Advisor, the International Program Team in Sydney and six Country Offices to strengthen and expand ChildFund Australia's existing education programs and projects. You provide input and feedback to project concept papers, proposals (including submissions), monitoring reports and evaluation as well as provide technical advice and support on the education components of other programs and projects.

### KEY DUTIES

- Contribute to develop our thinking about education and its role in international development programs to advance ChildFund Australia's strategic goals; programs, research and advocacy initiatives;
- Support Country Office education staff with technical support and advice in project planning, design, implementation, monitoring and evaluation;
- Assist Country Office staff with progress reporting both internally and to donors;
- Create strong relationships through networking activities with INGOs, ACFID working groups and donor agencies to lift the profile of ChildFund Australia as well as with our Regional Offices and Alliance members and foster collaborative initiatives and cross learning opportunities;
- *Remain alert and responsive to any child safeguarding or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.*

### QUALIFICATIONS & EXPERIENCE

- Post-graduate qualifications in a relevant discipline;
- 5-7 years' experience as a teacher, preferably in formal, basic education and/or teacher education; and in a number of sub-sectors (e.g. Early Childhood, primary, secondary, tertiary, technical and vocational, teacher training, assessment and evaluation etc.) including some years in the International Development Sector
- Cross cultural experience in an NGO/Development context;
- Confident in using data, financial planning and monitoring platforms (Excel, Salesforce, Sage etc.)
- Familiarity/experience with web-based communication platforms (Teams, Zoom, Webex etc.)

### DESIRABLE

- Sound project design, implementation, monitoring and evaluation skills;
- Experience in development of curriculum, policies, guidelines;
- Project Management know how;
- Experience in international development
  - Knowledge in one or more of the national languages of countries in which ChildFund Australia manages

### SKILLS

Strong team player & strong interpersonal skills

Excellent written and verbal communication skills

Flexible and adaptable to work with people from a different backgrounds and cultures

Mentoring & Coaching Skills

### CHILDFUND AUSTRALIA'S VALUES

Commitment to ChildFund Australia's values –  
Respect, Integrity, Collaboration, Change,  
Empowerment & Excellence

**Department:** International Program Team

**Location:** ChildFund Australia, Sydney Office Level 8, 162 Goulburn Street, Surry Hills NSW 2010.

**Employment:** Full-time, initial one-year employment agreement.

**Reports to:** Senior Education Advisor

**Other Information:** Must have working rights in Australia

Please apply at: <https://www.childfund.org.au/work-with-us/>





## ORGANISATIONAL CONTEXT

ChildFund Australia is an independent international development organisation that works to reduce poverty for children in developing communities. We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

Our vision is a world without poverty where all children and young people can say: “I am safe. I am educated. I contribute. I have a future.”

ChildFund Australia directly manages and implements programs with a range of local partners in Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other Pacific nations, and manages projects delivered by partner organisations throughout Asia, Africa, and the Americas. Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 12 organisations which assists almost 23 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

## HOW WE VALUE YOUR CONTRIBUTION

### Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

### Leave

You will have access to 20 days of paid annual leave (pro-rated for part-time employees). You are also entitled to personal/carer’s leave, paid parental leave, long service leave and bereavement leave.

### Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversation between yourself and your manager about maintaining work-life balance.

### Salary Packaging

You will be eligible to salary packaging. As a Non-Governmental Organisation, our staff are eligible for salary sacrificing. The Australian Taxation Office (ATO) allows us to reimburse you for your personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in additions to the income tax free threshold.

### Employee Assistance Program

In case you need help with personal, family or employment related matters you and your family will have access to free external, professional and confidential counselling assistance. UPRISE, our EAP system, combines multiple wellbeing initiatives to support your mental health and resilience.

### Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

**OUR VISION:** A world without poverty where all children and young people can say: “I am safe. I am educated, I contribute. I have a future.”

**OUR MISSION:** We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

**At ChildFund Australia  
you will be  
contributing to every  
child being able to  
play, learn, and grow.**