



# JOIN AUSTRALIA'S YOUTH-DRIVEN MOVEMENT AGAINST (CYBER)BULLYING

Position title: Head of Programs (National scope within 12 months)

**Reports to:** CEO of Impact

**Location:** Melbourne-based + travel

**Hours:** Full time

**Status:** Permanent position

**Apps close:** 8pm, Friday July 9, 2021

**Start date:** August 2021

## ABOUT US

We are PROJECT ROCKIT, Australia's youth-driven movement against bullying, hate and prejudice. Established in 2006, PROJECT ROCKIT balances a 15+ year track record of creating positive impact in school settings alongside the passion and innovation of a growing team of young movers and shakers. We're a mixed bag of individuals brought together by a shared dream of creating inclusive spaces and opportunities for young people to be their best selves.

So what do we do? PROJECT ROCKIT unites young people to challenge hate instead of standing by. We do this by empowering young presenters to deliver our signature school workshops, which mobilise school students with the empathy, leadership and skills to build respectful and inclusive communities. To date, we have positively impacted over 500,000 young people all over Australia, with 99% of surveyed students reporting that they found our workshops more impactful than other (cyber)bullying education at their school (2020 Impact Report). Beyond the workshops, students are welcomed into a vibrant digital community with resources, campaigns and other opportunities to take positive action in their worlds. Currently PROJECT ROCKIT is on the precipice of national expansion and we are recruiting dynamic and experienced leaders to help steer the ship.

Finally, PROJECT ROCKIT is an official safety partner of Google, Facebook, Instagram and Twitter, elevating young people's voices to those in a direct position to engineer a kinder online world.

## ABOUT YOU

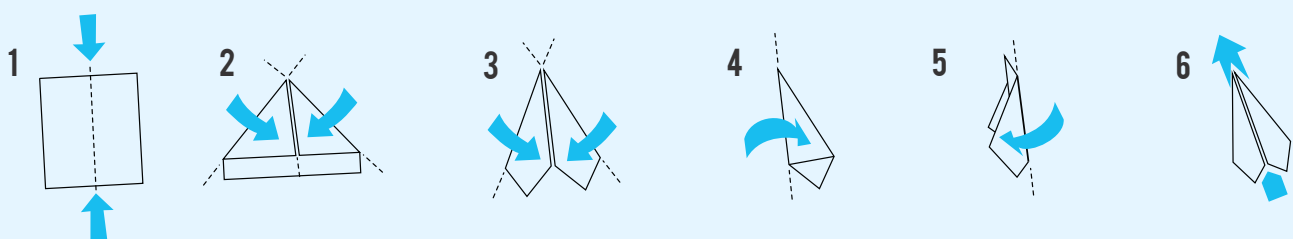
You are a passionate and experienced leader who embodies PROJECT ROCKIT's mission of cultivating spaces where young people can thrive as their full selves. Your enthusiasm is backed up by excellent operational and logistical know-how, which you apply to support and scale national service delivery of high impact programs. With substantial leadership experience, you have developed a methodology for creating great outcomes that is underpinned by collaboration, resilience, support, and an unwavering regard for those you work with.

As National Head of Programs and a member of PROJECT ROCKIT's core leadership team, you will lead the strategic delivery of our school workshops into communities all over Australia. You will be charged with direct responsibility for all logistics involved in program delivery, such as achieving targets, managing program-related expenditure, and most importantly: recruiting and developing a diverse and high-performing Presenting Team. As Head of Programs, you will directly manage Team Coordinators who in turn oversee our teams of young presenters.

Currently PROJECT ROCKIT delivers nationwide service from our base in Melbourne, however, in the next 12 months we plan to expand our physical presence into different locations. You will play a pivotal role in building the strategy and the team to support this expansion, driving PROJECT ROCKIT's trailblazing programs into schools across Australia.

### KEY SELECTION CRITERIA

<p><b>1.</b> 5+ years in leadership positions and extensive experience managing young and diverse teams – recruiting, developing, resolving conflict, providing feedback and managing performance are all part of your toolkit</p>	<p><b>2.</b> Powerful communication skills with an ability to connect sensitively and respectfully with people with a range of lived and professional experiences</p>	<p><b>3.</b> High literacy in matters of diversity and inclusion developed from lived and/or professional experience, with an ability to apply this knowledge in an organisational context</p>
<p><b>4.</b> Solid track record delivering programs at scale to support positive social impact, preferably in educational settings</p>	<p><b>5.</b> Experience and confidence with financial reporting - managing budgets and program expenditure is no biggy for you</p>	<p><b>6.</b> Experience developing and delivering on strategic objectives - designing strategy and translating it into clear action</p>
<p><b>7.</b> Strong operational skills, with a focus on program delivery, project management, and workforce coordination</p>	<p><b>8.</b> Strong capacity to identify and address complex challenges proactively and with limited resources</p>	<p><b>9.</b> Effective playbook of strategies to support and motivate a team of young people to work together in pursuit of common goals</p>





## **CORE RESPONSIBILITIES**

### **1. People management**

- Manage the recruitment, development, performance and conduct of our team of Presenters and Team Coordinators to deliver programs across Australia
- Develop central policies and procedures related to program delivery, and ensure clear communication and adherence within the team
- Assess the ongoing staffing needs and develop workforce planning to meet PROJECT ROCKIT's operational objectives
- Drive an inclusive, cohesive and high-performing culture within the Presenting Team that embodies the ethos of PROJECT ROCKIT

### **2. Program management**

- Maintain an in-depth understanding and contribute to development of PROJECT ROCKIT's suite of workshop offerings, methodologies and impact goals to ensure that our program outputs are evidence-based, curriculum-aligned and in line with our organisational aims
- Contribute to program evaluation and impact measurement both formally and through informal/ internal channels
- Manage national Programs budget and deliver quarterly reporting on program expenditure
- Other administrative responsibilities as required to support the functioning of the Presenting Team

### **3. Leadership & strategy**

- Set up core processes, practices and people to scale our programs and impact within PROJECT ROCKIT's broader objectives
- Contribute to the assessment and management of organisational risks, strategic planning, and operational planning
- Provide coaching, support and mentoring to staff as needed to maximise their engagement and fulfilment at work
- Cultivate a range of stakeholder relationships to amplify impact through collaboration
- Together with the Head of Growth, develop clear workforce and operations plans to meet the business strategy and school targets

#### 4. Shared team agreement

- Role model PROJECT ROCKIT's guiding principles and an eagerness to authentically engage with our organisational impact
- Contribute to a culture where every team member is valued and recognised for diverse skill sets
- Maintain a reliable, punctual, organised and thorough approach to delivering on all responsibilities

#### Additional requirements:

- Everyday access to a private vehicle for work use and Australian Driver's Licence (all travel expenses will be reimbursed)\*
- Successful applicant will be subject to Working With Children Check and National Police Check
- A valid working visa to work in Australia for the next two years (if applicable)

*\* Independent transport is essential as this role involves regular travel to schools in different areas (including where public transport is inaccessible). However, if you are unable to drive for accessibility reasons but have a viable alternate mode of transport, we encourage you to reach out to us.*



# A WORLD WHERE KINDNESS AND RESPECT THRIVE

#### OUR GUIDING PRINCIPLES

Unlearn prejudice

If it's broken, fix it

We run our own race

Work hard with kind hearts

Never perfect, always striving

Build authentic relationships

Young people at the centre

Unconditional positive regard

## APPLICATION PROCESS

Email your application to [jobs@projectrocket.com.au](mailto:jobs@projectrocket.com.au). To be considered, your application must include:

- CV with cover letter and two recent and relevant referees
- Your responses to the Key Selection Criteria (dot points are fine)
- A 60 second video (filmed on your phone/laptop is perfect) sharing who you are and why you'd be great for this role! We include this because it creates an opportunity to share a bit about who you are

PROJECT ROCKIT is proud to foster a supportive, inclusive and respectful workplace. We encourage applications from Aboriginal and Torres Strait Islanders and other people of colour, people who are neurodiverse or living with a disability and people from all parts of the gender and sexuality spectrum. We support flexible working arrangements and making adjustments where needed.

Applications close at 8pm on Thursday, Friday July 9, 2021. Shortlisted applicants will be interviewed during the following week. Applicants who are not selected for an interview will be notified by email. We prefer enquiries via email ([jobs@projectrocket.com.au](mailto:jobs@projectrocket.com.au)) due to the volume of calls we receive from applicants.

To learn more: [projectrocket.com.au](https://projectrocket.com.au) | [@projectrocket](https://twitter.com/projectrocket)

*NOTE: It is an offence under the Child Protection (Prohibited Employment) Act 2005 for a person convicted of a serious sex offence to apply for this position. Any offer of employment at PROJECT ROCKIT is subject to a satisfactory Working with Children Check and police records check.*



The PROJECT ROCKIT team lives, works and plays on Aboriginal land. Our home base is located on the land of the Wurundjeri people of the Kulin Nation, and we share our respects to elders past, present, and emerging leaders. To learn more about Wurundjeri history, head to [wurundjeri.com.au](https://wurundjeri.com.au).