



## POSITION DESCRIPTION

Position	Programs Coordinator WA
Reports To	National Program Manager
Contract Type	Fixed-Term, Part-Time (3 days per week)
Direct Reports	N/A

## ABOUT US

We are a learning and development organisation that works in schools, sporting clubs, corporations and communities around Australia supporting:

- girls and women to ignite their voices by giving them the tools to challenge the narrow expectations placed on them so they can live fuller and bolder lives (Tomorrow Woman)
- boys and men to grow their emotional muscle by having the courage to be vulnerable and talk with gravity (Tomorrow Man)

Utilising elite group facilitation and through engaging modern, relevant and directly applicable interventions and content, we empower participants with diverse backgrounds to create change.

We create interactive spaces that build genuine emotional muscle and agility. We do this with an unmatched facilitation style that uses human to human interaction to simulate real life scenarios to build soft skills that are translated directly into the school/workplace and life.

## POSITION PURPOSE

As a key contributor of the WA Hub and part of a broader national collective that ensures the smooth operation of our business, the purpose of this role is to help assist with the planning, management and coordination of the Tomorrow Man and Tomorrow Woman programs in Western Australia. You will manage new program enquiries, secure new business, build & maintain relationships with schools, sporting clubs and community stakeholders, coordinate & maintain the database (HubSpot), manage program evaluations, coordinate diary and travel requirements for the WA facilitation team – all while feeding into the national team to ensure we are delivering on our impact objectives.

## RESPONSIBILITIES

- Manage all inbound program enquiries from schools, sporting clubs and community organisations, as well as working outbound to build new relationships and spread the impact of our work
- Secure and book workshops for the WA facilitation team

- Manage the input of customer information into the the CRM (HubSpot), ensuring records are accurately maintained and reportable
- Calendar management for WA Tomorrow Man and Tomorrow Woman Programs and coordination of facilitators
- Management and roll out of program evaluations to capture data which provides critical program insights
- Liaise with schools and community organisations to ensure all program needs and requirements are met for effective delivery
- Act as part of the national program team to ensure impact objectives are being met
- Management and booking of team travel with a focus on minimising costs and keeping within budget
- Support coordination of large scale Community Activations, including large scale workshops, including registrations

## **IDEALLY YOU HAVE**

- Previous work experience in program / project management or a team support / coordination role
- Demonstrated experience working with a diverse range of stakeholders particularly in schools and community organisations
- Proficient in G Suite including Gmail, google drive and google calendar
- Proficiency in CRM databases - with knowledge in Hubspot being a bonus
- Proficiency with Zoom
- If working with children we require a WWCC

## **WHAT YOU BRING TO THE ROLE**

### **You're a people-person and you love building meaningful relationships**

You love being in a dynamic and fun environment. You are self-motivated and driven and are confident working autonomously along with collaborating with a team. You have a knack for gaining people's respect and rapport quickly.

### **You know what you're doing**

You can handle just about anything that comes your way when it relates to systems and operations

### **You are a problem solver and a strategic systems thinker**

You find new and efficient ways to streamline processes and create innovative approaches to difficult problems.

### **You are a great communicator**

You are an astute listener. You communicate clearly. You write well. You speak eloquently. You can explain just about anything to anyone no matter how unique or difficult the situation and you're comfortable communicating in writing, in person and on the phone.

### **You're so organized, it's embarrassing**

You're a geek for a little admin and you get a buzz out of making sure the systems and processes are slick and firing efficiently.

**You are a hard worker and you have team spirit**

You thrive in fast-paced environments with people that are constantly looking to innovate, enjoy challenges, and demand excellence. You thrive on new opportunities and aren't afraid to "get your hands dirty".

**You are passionate about your work and what it means**

You have integrity, persistence, patience, and a genuine desire to empower and better the professional lives of those you work alongside. You take ownership of the role and want to grow it to its full potential. You're invested in truly making a difference.

**You prioritise self-care and the wellbeing of others**

You understand the importance of looking after yourself when it comes to health and wellbeing. You're empathetic and understanding when it comes to relationships with your colleagues and can sense when someone may need support.