



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

## SCHOOL ENGAGEMENT COORDINATOR

**Reports to:** Head of School Engagement

**Location:** Melbourne (Collingwood) Office + Work from home hybrid

**Status:** Options of part-time permanent position or full-time permanent (4-5 days per week)

**Salary:** \$60K per annum + super (full-time). See classification details below.

**Start date:** May 17 - 31, to be discussed with successful candidate

**Apps close:** Sunday Apr 23, 2023

### 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 mainstream 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 in communities 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 cusp 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, Meta, Instagram and Twitter, elevating young people's voices to those in a direct position to engineer a kinder online world.

## 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*

## ABOUT YOU

We are on the lookout for a new School Engagement Coordinator to join our team! You need to be up for a challenge, able to work at a fast pace and be motivated by hitting revenue and impact targets.

Your main focus will be reaching out to educators across the country to talk to them about how we can support their students and school community and booking our programs. We can teach you how to do this but you will need to bring passion, drive and a commitment to every educator having an incredible experience with PROJECT ROCKIT.

You will also get into the nitty gritty of processing bookings which means working with calendars, invoicing and data management. We'll get you up to speed with our processes but it will be over to you to use your strong time management skills to juggle tasks and get things done.

And then rounding things out, you'll work closely with our Presenting Team Coordinators to make sure all bookings run smoothly, so you will need to be ready to work closely and collaboratively as a team, with great attention to detail.



Essentially, you are ready to get to dive-in, take on a challenge, and work with us to reach more schools and students through our programs!

### **KEY SELECTION CRITERIA**

1. Results driven with a strong motivation to achieve set targets.
2. Strong written and verbal skills, with the proven ability to build strong relationships and a love for talking to people on the phone.
3. Demonstrated ability to work autonomously, calmly and efficiently under pressure, juggle competing tasks, and actively contribute in a team environment.
4. Exceptional time management and organisational skills.
5. Experience working with a range of online tools and platforms and or the ability to learn new programs quickly.
6. Demonstrated commitment to understanding the lived experience of diverse communities, including but not limited to, people of colour, Aboriginal and/or Torres Strait Islander peoples, LGBTQIA+ people, neurodiversity, people with disabilities, and people from regional and rural areas.

*PROJECT ROCKIT is committed to an 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.*



## CORE RESPONSIBILITIES

- **Relationship Building and Outreach:** Focus on PROJECT ROCKITs existing school community, building strong relationships and supporting teachers to re-book our programs. Perform outreach to new schools when needed.
- **Revenue Targets:** Report directly to the Head of School Engagement to manage and meet growth targets, specifically retention targets and the number of schools booked and other key growth KPIs, e.g. increase average spends.
- **Inbound Communications:** Respond to school and specialist enquiries, ensuring that every school we work with has a positive and impactful experience.
- **Bookings and Administration:** Process booking requests for our in school workshops and online programs, managing the sales processes from initial contact through to preparing sales orders and invoices.
- **Administration:** Utilise spreadsheets, calendars, CRM systems, invoicing software and online platforms to maintain and administer bookings.
- **Teamwork:** work closely and collaboratively with the Bookings Team and Presenting Team to together deliver a seamless experience to schools and achieve team objectives.
- **Initiatives and projects:** as a member of the PROJECT ROCKIT team, contribute to organisation wide initiatives and projects throughout the year.

## 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

## BENEFITS

When you join the PROJECT ROCKIT team, you are joining a tight-knit and passionate community that are committed to making a difference. We thrive as a social business by living and breathing our vision and values.

We are a growing organisation with access to a range of exciting opportunities, development and growth. We work hard but with kind hearts and operate within a leadership structure that embraces everyone's ideas to fulfil our vision of a world where kindness and respect thrive.

You will access a range of impressive mentors and be securing a seat at the table to shape the future of an organisation who has already impacted the lives of half a million young Aussies... and this is only just beginning.

## CLASSIFICATION

This position is classified as a Social and Community Services employee (Level 2) under the Social, Community, Home Care & Disability Services (SCHADS) Award. We pay above the award wage with the full-time salary starting at \$60K per annum plus super.

We are open to this role being part-time or full-time (4 - 5 days per week), to be negotiated with the successful applicants. If this role is negotiated as a part-time role the salary will be adjusted to the appropriate pro-rata amount. We are seeking a minimum 12 month commitment for this position.



*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](http://wurundjeri.com.au).*



# A WORLD WHERE KINDNESS AND RESPECT THRIVE

## APPLICATION PROCESS

Email your application to [jobs@projectrockit.com.au](mailto:jobs@projectrockit.com.au).

To be considered, your application must include:

- CV with cover letter and two recent and relevant referees
- Please note in your cover letter if you are interested in a permanent part-time (4 days per week) or permanent full-time (5 days per week) position
- 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 for those who are more comfortable with communicating verbally.

### **Applications will close on Sunday April 23, 2023.**

We prefer enquiries via email ([jobs@projectrockit.com.au](mailto:jobs@projectrockit.com.au)) due to the volume of calls we receive from applicants.

To learn more: [www.projectrockit.com.au](http://www.projectrockit.com.au) | [@projectrockit](https://www.instagram.com/projectrockit)

**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.