

POSITION DESCRIPTION

Role Title:	Learning Design and Delivery Project Lead	Position Number:	027
Function:	LDP: Learning Design & Delivery	Position Classification:	4.1
Reports To:	Program Design and Delivery Manager	Last Updated:	March 2026

Role Purpose

The Learning Design and Delivery Project Lead is responsible for the end-to-end project and event management of learning events delivered as part of Teach For Australia’s professional learning programs, including the Leadership Development Program and other offerings.. Programs includes intensive-style events delivered annually at regional and national levels, both in-person and online. This role will work across teams to ensure that Teach For Australia delivers high-quality and cost-effective learning to all program participants. This role will also help drive team knowledge management processes and ensure robust documentation across all learning events.

Qualifications and Experience

Essential

- Proficient knowledge and experience in project or event management and implementation of tasks requiring strong organisational skills and long-term planning.
- Experience in long-term project management with numerous complex elements, stakeholders, and resource planning.
- Experience working to tight deadlines and managing multiple work streams.
- Experience in data management and survey creation to support understanding of participant experience.

Desirable

- Prior experience and engagement with the Teach For Australia program or other Teach For All programs, as a participant, staff member, or stakeholder working in another capacity

Skills, Attributes and Knowledge

Essential

- Commitment to Teach For Australia’s vision and mission and desire to deepen understanding of educational equity.
- Project and event management skills and a strong track record of long-term planning, management and coordination of interrelated work streams over an extended period.
- Strong problem-solving ability and judgement, that is, identify a problem and apply a framework to generate options for solutions with evidence or rationale.

- Strong relationship management skills, able to invest others, build rapport, and leverage relationships toward goal achievement.
- Capable and fluent in project management tools and processes (such as RAPID, RACI, Gantt charts, risk identification and mitigation plans).
- Reflects and acts on feedback effectively, demonstrating a growth mindset.
- Proven experience delivering projects within an identified budget.

Desirable

- Excellent writing and analytical skills with an ability to seek, interpret, and synthesize data.
- Knowledge of Australian schooling context, tertiary sector and/or Initial Teacher Education
- Ability to oversee compliance with organizational knowledge management policies.
- Fluent in MS Office applications, particularly Excel, Word, PowerPoint, SharePoint and Teams.
- Basic understanding of database management systems (ideally Salesforce).

Primary Accountabilities

Participant Learning Events

- Lead end-to-end project and event management of nationally delivered programs online.
- Lead end-to-end project management and support event management of programs delivered in-person in-region.
- Design processes for and manage the logistics and communication for multiple stakeholders for in-person and online learning events.
- Coordinate delivery of annual school practicum as part of the Leadership Development Program experience in collaboration with teams nationwide.
- Coordinate and manage the delivery of all learning events within the allocated budget.
- Manage delivery logistics and troubleshoot live risks and issues.

Knowledge Management

- Oversee implementation of relevant policies and update policies and procedures as required.
- Lead design processes and implementation for team knowledge management structures, including used of shared folders and project management systems.
- Support Learning Design and Delivery Team ways of working to ensure strong knowledge management practices, systems and structures.
- Collaborate across TFA teams to facilitate a cohesive participant experience across programs.

Evaluation Tools and Organisational Support

- Actively engage in the functional maintenance and execution of TFA's data strategy both proactively and as guided by the relevant people manager.
- Implement and manage systems for collecting data to demonstrate evidence of participant attendance and engagement.

Stakeholder Management

- Liase with internal and external stakeholder, including University partners, to ensure high-quality and efficient delivery of programs.

Reconciliation and DEIB (Diversity, Equity, Inclusion, and Belonging) Accountabilities

- Demonstrate openness, curiosity, and respect towards TFA's commitment to Reconciliation, Diversity, Belonging and Inclusion in a way that aligns to your personal learning journey in a professional setting. This may include, but is not limited to; joining internal committees, engaging in professional learning sessions, supporting members of your team in their learnings, leaning into work in this space outside the scope of your role, supporting your Functional area to drive strategic Reconciliation/DEIB initiatives etc.