

## POSITION DESCRIPTION

|                    |                           |                                 |          |
|--------------------|---------------------------|---------------------------------|----------|
| <b>Role Title:</b> | Recruitment Manager       | <b>Position Number</b>          | 044      |
| <b>Function:</b>   | Recruitment (RAMP)        | <b>Position Classification:</b> | 4.1      |
| <b>Reports To:</b> | Senior Lead - Recruitment | <b>Last Updated:</b>            | Jan 2026 |

### Role Purpose

The Recruitment Manager contributes to a high-performing recruitment team that sources, compels, and supports exceptional, talented and diverse individuals to apply to Teach For Australia's Leadership Development Program. This role plays a key part in supporting Teach For Australia's recruitment strategy and contributes to cross-functional planning efforts that advance TFA's mission of educational equity.

### Qualifications and Experience

#### Essential

- Experience in relationship management, recruitment, program coordination, or similar
- Experience working in a fast-paced, target-driven or stakeholder-focused environment
- Experience of working in a fast-paced dynamic working environment

#### Desirable

- Experience in the education or not-for-profit sector
- A bachelor's degree in any discipline
- Experience in recruitment, sales, customer engagement, or program delivery
- Familiarity with CRM systems (preferably Salesforce)
- Experience working as an Associate or in the pursuit of educational equity

### Skills, Attributes and Knowledge

#### Essential

- Demonstrated ability to influence, inspire and motivate people to quickly develop relationships with potential recruits and individuals in organisations
- Ability to identify and nurture key graduate talent pools from priority universities, building credibility and trust and inspiring them to make a career change aligned to their key motivational drivers
- A self-motivated and entrepreneurial individual with the ability to work autonomously and as a collaborative member of a larger team
- Passion for the TFA vision, and a strong personal alignment with our core values
- Proven communication skills, both written and verbal (including strong presentation skills)

- Demonstrated experience in planning, organising and managing various projects to meet goals and objectives – consistently using data to track progress against targets and course correct where needed
- Demonstrated tenacity and resilience in tracking and leveraging key relationships ♣ Appetite to learn and develop within a role

## Primary Accountabilities

- Maintain and nurture relationships with UTP candidates, incoming associates, and partner schools to maximise engagement, conversion, and program readiness
- Maintain oversight of candidate pipeline, ensuring accurate tracking and proactive management of risks and opportunities
- Collaborate with Programs and RAMP to design engagement strategies deferred and withdrawn candidates. Delivering agreed strategies to support program re-entry for these candidates.
- Support coordination and delivery of key onboarding and early program experiences, including working with Regional Managers and School Partnerships to support school engagement for the program
- Contribute to continuous improvement of recruitment and engagement processes, systems, and candidate experience
- Collaborate effectively across State, Recruitment, and Program teams to ensure alignment and seamless handovers

## Primary Accountabilities

### *Attraction, Selection and Associate Engagement*

- **Graduate segment:**
  - Developing and executing region and university-specific plans (in alignment with broader segment attraction strategy) to meet ambitious application and hire targets
  - Identify and nurture key graduate segments, crafting messaging based on key motivations and aligning to our program value proposition
  - Building a profile on the ground at key priority universities to grow brand awareness and lead generation pipelines.
- **Career changers segment:**
  - Developing and executing regional plans (in alignment with broader segment attraction strategy) to meet ambitious application and hire targets
  - Actively identify and meet with the most outstanding talent and successfully influence them to apply for the program
  - Using sound judgement in executing assessor and associated duties as part of the Associate selection process
  - Ensuring that successfully selected Associates have the mind-sets and knowledge to be fully prepared to join the Program, and executing a range of activities to engage, inspire and build community and connection amongst incoming Associates
  - Other role related accountabilities as required from time to time
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### ***Stakeholder Management and Strategic Thinking***

- Building, maintaining, and leveraging relationships with a variety of stakeholders to increase brand awareness and application numbers from within our target markets
- Analysing campaign data to identify trends and opportunities by tracking all activity in Salesforce (constituent management platform), regularly reviewing progress towards goals, and course correcting where necessary

### ***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.