

POSITION DESCRIPTION

Role Title:	Senior Lead - Recruitment	Position Number	041
Function:	Recruitment (RAMP)	Position Classification:	6
Reports To:	General Manager Growth, Partnership and Pathways	Last Updated:	June 2026

Role Purpose

Reporting to the General Manager Growth, Partnership and Pathways, the Senior Lead Recruitment is a critical role in the RAMP (Recruitment, Admissions, Marketing and Placement) team. As a head of function, this role is required to work collaboratively across the organisation, and the RAMP Leadership Team to ensure end to end strategic leadership. This role will build and lead a high performing Recruitment team to source, inspire, coach and support exceptional and diverse individuals to apply to Teach For Australia's Programs.

Qualifications and Experience

Essential

- Extensive relevant experience in a similar, dynamic working environment
- Experience leading program recruitment, strategic partnerships, and business development, including lead pipeline management. Application of this experience in higher education and/or school settings is highly desirable
- Experience leading growth, including setting and implementing ambitious targets for meaningful impact
- Senior team leadership experience, including building high performing teams. Coaching experience is highly desirable

Desirable

- Understanding of educational equity and education systems in an Australian setting
- Experience leading and delivering programs across a national context, with understanding of state and territory differences.
- Experience working directly with and for young people aged 16-25 from diverse backgrounds
- A bachelor's degree in any discipline or equivalent level experience
- Experience working as an Associate or staff member with a Teach For All network partner

Skills, Attributes and Knowledge

Essential

- Demonstrated ability to strategically and operationally build and lead a high performing team, including consistently using data to track progress against targets and act as needed.
- Influence, inspire and motivate people to develop meaningful professional relationships with potential program candidates and key stakeholders within organisations
- A self-motivated and entrepreneurial individual, who balances innovation within organisational constraints.
- Passion for the TFA vision, with outstanding interpersonal skills that model TFA's values and ways of working and a strong personal alignment with our core values
- Exceptional communication skills, both written and verbal (including strong presentation skills, storytelling and influencing)
- Plan, manage and review Recruitment budget expenditure
- Demonstrated tenacity and resilience in tracking and leveraging key relationships to achieve targets
- A proven aptitude to work within a context of ambiguity in a growing organisation
- Willingness to participate in work related travel, including interstate, events and university engagement over the course of the year.

Primary Accountabilities

Attraction, Selection and Associate Engagement

- Developing strategic plans to enable effective implementation of our Attraction Strategy across existing segments whilst pursuing new segment opportunities
- Developing a clear vision of high potential candidates for the program aligned with our theory of change. Customer journey mapping to improve candidate experience and engagement across segments,
- Graduate segment:
 - Executing region and university-specific plans (in alignment with broader segment attraction strategy) to meet ambitious application and hire targets
- Early career professionals and career changers segments:
 - Executing regional plans (in alignment with broader segment attraction strategy) to meet ambitious application and hire targets
- Early engagement:
 - Develop and execute strategic plan to build early engagement across segments. As a key priority, focus on building on campus brand awareness for key universities.
- Overseeing and utilising full potential of Salesforce and PowerBI.
- Actively identifying and meeting with the most outstanding talent, successfully influencing them to apply for the program through supporting at events, coaching of the team and nurturing of Campus Brand Ambassadors

- 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

Stakeholder Management and Strategic Thinking

- Proactively contribute to RAMP Leadership Team, including collaborative strategic thinking, culture building and end-to-end strategic planning.
- Building, maintaining, and leveraging relationships with a variety of stakeholders to increase brand awareness, sector reputation and credibility, sector thought leaderships, and strategic partnerships to enhance quality application numbers from within our target markets
- Analysing campaign data to identify trends and opportunities by tracking all activity in Salesforce (CRM), regularly reviewing progress towards goals, and course correcting where necessary
- Champion the TFA values and ways of working principles – leading with a view, being proactive and solution focused when engaging with all internal and external stakeholders.

Functional Leadership

- Provide recruitment function leadership to – direct reports and secondary reports, BAU decisions, workloads, team/individual performance, coaching and organisational objectives.
- Design a bold Campus Brand Ambassador Strategy, and oversee the Senior Manager Recruitment to build, motivate and inspire the Campus Brand Ambassador team as an extension of the Recruitment team.
- Develop and lead a Learning and Development Plan for the Recruitment team, identifying and scaffolding formal and informal opportunities for growth
- Leading a national and remote team with safety, purpose and vision to promote a high performing, collaborative, accountable culture focused on reach and impact.

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

- Demonstrate dedication to personal learning to further your understanding of R-DEIB, and understand how it pertains to your remit and your leadership.
- Model learning, growth, responsibility and accountability in your role as a leader in pursuing our R-DEIB commitments, seeking out diverse perspectives to inform your decision-making processes, where applicable.
- Empower your staff/team to engage with R-DEIB initiatives connected to the role and dept remit, and encourage staff to seek out learning and leadership opportunities in driving forward this work.

- 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.