

Job Title: Project Lead

Employment Type: 2yr Fixed Term, Part-time (0.6FTE)

Location: Remote

Reporting to: Head of Programs and Partnerships

Internal contacts: Program team; Tech team; Resource development team (including Production team, curriculum and subject specialists); Data and Evaluation Lead; School Support team

About Impact Curriculum (Part of Impact Teaching Group): Impact Teaching Group is an innovative national Australian group of not-for-profit and for-purpose organisations committed to improving educational outcomes by supporting teachers with high-quality, evidence-informed curriculum resources, assessment products, and professional learning. Impact Curriculum (formerly Ochre Education), the NfP organisation within the group, is responsible for the development of curriculum and teaching resources. Our work spans curriculum and lesson resource creation, teacher and school implementation support, and education system-wide capacity building across Australia.

The context for the role: To manage the planning, coordination, and delivery of Impact Curriculum's diverse initiatives, including technology driven curriculum and implementation initiatives. They will bring structured project management discipline to a product development environment and support the delivery of other key organisational projects as needed. They will also contribute to the development of new projects and processes to drive effective and efficient delivery.

Key responsibilities

The major duties and responsibilities of the position include:

- Manage the development and delivery of new projects, from scoping and planning through to build, testing, launch, and post-launch review. Projects could be diverse in scope, ranging from product development and launch to place-based initiatives, working with groups of schools.
- Identify and implement appropriate project management tools and processes to support effective collaboration across remote and cross-disciplinary teams.
- Work with the Head of Programs and Partnerships and relevant team leads to set up project governance structures, establishing clear roles, milestones, and accountability frameworks across teams.
- Work closely with the Technology Product Manager to apply a product lens to project delivery decisions; understanding user needs (teachers, students, schools) and business intent, not just task completion, to help shape practical, usable outcomes.
- Act as the day-to-day delivery lead between Impact Curriculum's tech, curriculum, and production teams, translating product requirements and technical constraints into clear project plans, milestones, and tasks for non-technical stakeholders.
- Develop and maintain clear project documentation, including project plans, risk logs, status reports, and resourcing plans. tailored to both technical and non-technical audiences.

- Build and sustain effective working relationships with internal teams and external stakeholders to ensure timely, high-quality delivery.
- Manage project scope change requests and protect timelines and resourcing requirements.
- Monitor project risks and issues, assess impact, and implement timely, well-judged mitigation strategies on the basis of sound judgement.
- Provide project management support to other areas of the organisation as needed.

Required Skills & Experience:

This is a diverse, hands-on role that requires strong organisational and interpersonal skills, knowledge of product development and technology initiatives, and an ability to balance competing priorities.

Essential

- Alignment with our mission to improve educational equity, ensuring all students can access a high-quality curriculum no matter their circumstances.
- Experience leading the planning and implementation of multiple complex projects simultaneously, with at least one digital or technology-related project being desirable.
- Confident in the use and application of project management tools, including the adoption and implementation of new systems and technologies.
- Comfortable engaging in technical conversations with developers or technical partners.
- Working knowledge of product development concepts and practices (such as requirements gathering, prioritisation, and iterative development) sufficient to engage confidently with a technical product team.
- Demonstrated ability to build and maintain productive working relationships with a wide range of internal and external stakeholders.
- Excellent written and verbal communication skills, with the ability to adapt style and convey complex ideas clearly to a variety of audiences.
- Proactive and adaptive problem solver, able to prioritise, monitor emerging risks, and find creative, pragmatic solutions.
- Entrepreneurial spirit who will thrive in a fast-paced, evolving role.

Desirable

- Understanding of the Australian education landscape, including experience working in Australian schooling systems or educational organisations.
- Previous experience in a technology-focussed education organisation, SaaS, or digital learning environment.

We're offering the opportunity to:

- Be part of a mission-driven not-for-profit organisation, taking direct action towards educational equity.
- Significant opportunities for growth and development.
- Work closely alongside talented, passionate and fun colleagues.
- Flexible working hours.

We recognise the importance of balance and flexibility and understand that a one-size-fits-all approach does not work for most. We'd be delighted to welcome applicants from a variety of situations, including parents returning to the workforce.

We welcome individuals of diverse genders, ages, ethnicities, cultural backgrounds, abilities, religions, and sexual orientations in our workplace. We actively encourage talented individuals from all walks of life to apply for our job openings. Our commitment lies in fostering a workplace that is barrier-free and inclusive, aiming to attract the most skilled candidates. Ochre Education is a Child Safe Organisation. This includes mandatory screening processes for all successful candidates, including: Valid Working with Children Check (or equivalent); Satisfactory criminal record check.