



## Position Description

*We deliver emotionally engaging programs and provide evidence-based, practical strategies to build resilience*

<b>Position Title</b>	Schools Program Coordinator
<b>Position Reports to:</b>	School Programs Manager
<b>Status:</b>	Full Time
<b>Location:</b>	Collingwood, Victoria

### A bit about us....

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The Resilience Project (TRP) delivers emotionally engaging programs to schools, sports clubs and businesses, providing practical, evidence-based, positive mental health strategies to build resilience and happiness.

We have delivered programs to over 1000 schools around the country and worked with many elite sporting teams including the Australian cricket, netball and soccer teams, NRL and AFL clubs.

Through presentations, wellbeing journals, school curriculum, teacher diaries and our app, we seek to help all Australians become mentally healthy.

### What does the role look like?

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The Resilience Project delivers programs in over 300 schools and to meet the growing need for school wellbeing programs along with the demand for TRP curriculum across Australia, we are seeking a motivated, enthusiastic and passionate educator to support the implementation of our School Programs.

The School Programs Coordinator will have a unique opportunity to positively impact the mental health and wellbeing of a range of school communities. This role is responsible for all a number of aspects of the program including curriculum implementation, supporting and enhancing delivery of program resources via the organisations digital platform and building teacher knowledge and capacity within schools.

In addition, the School Programs Coordinator will be the key link with schools and support program implementation and delivery. The role will have a key focus on both strategic

thinking and operational execution as well the opportunity for the delivery and facilitation of workshops with teachers.

A component of the role will be supporting roles with The Resilience Project’s key partners. These partnership projects work in specific regions across Australia to implement the Schools Program. Travel for this aspect of the role will be required.

**What type of person are we looking for?**

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- Someone who will live the values of TRP, being Humble, Inclusive, Passionate and Professional
- Strong interest in mental health and passion for helping people
- Builds great relationships and feels at home with all-things-digital
- Can do attitude and loves a challenge!
- Willing to travel to regional and interstate locations

**What will you be doing?**

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<b><i>Presentations and Workshops</i></b>	<ul style="list-style-type: none"> <li>● Plan, deliver and facilitate Teacher Professional Development sessions and workshops</li> <li>● Deliver and facilitate Curriculum PD sessions with schools</li> </ul>
<b><i>Stakeholder Management</i></b>	<ul style="list-style-type: none"> <li>● Manage the operational requirements with allocated Partnership Schools</li> <li>● Support the operational requirements as part of the partnership with Product Dynamics and Resilient Youth Australia</li> <li>● Specialised support for Partnership Schools with curriculum delivery</li> <li>● Support the University of Melbourne research project and communication of research findings and results</li> </ul>
<b><i>Program Operations</i></b>	<ul style="list-style-type: none"> <li>● Support onboarding process for all new schools commencing the Partnership Program</li> <li>● Provide operational support for existing schools delivering the Partnership Program and Digital Schools Program</li> <li>● Manage and lead the school retention process from year to year</li> <li>● Provide regular communications to all schools in the form of newsletters, key events and supporting information</li> <li>● Support the curriculum ordering process for Partnership Schools each year</li> <li>● Work with the Education Team to support the curriculum review process</li> <li>● Support the operations of the organisation’s Digital Program platform “Teachable</li> </ul>

<p><b>Team and Management of Staff</b></p>	<ul style="list-style-type: none"> <li>● Support the School Programs Manager and wider Education Team with key tasks and projects</li> <li>● Work closely with Programs Manager to provide high level support for schools commencing their program implementation and delivery</li> <li>● Ensure a commitment to quality is demonstrated at all times so that the business is able to deliver on customer requirements and expectations;</li> <li>● Ensure that we incorporate 'best practice' procedures into all aspects of operations and demonstrate a commitment to high levels of quality at all times;</li> <li>● Works collaboratively with other team members and provides assistance where required; and</li> <li>● Identifies opportunities to enhance the way the team works together with a focus on continuous improvement and outstanding customer outcomes.</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>● Assist with the organisation of key organisational events including Public Talks and Teacher Seminars</li> <li>● Attend events as required (this may require some after hours work)</li> </ul>

### What skills/experience are we looking for?

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- Experience working in a school or education setting preferred. Leadership experience preferred but not essential.
- Excellent stakeholder management skills and the ability to develop capacity in those responsible for program implementation
- Excellent presentation skills and ability to deliver to a range of audiences in particular other teachers and educators
- High level oral, written, and interpersonal communication skills and demonstrated ability to effectively, collaborate and communicate with a range of audiences and stakeholders both internal and external to an organisation
- Strong organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines
- Knowledge and understanding of the digital space including online learning, industry trends, data capturing and analysis
- Well-developed long-range planning (strategic thinking), ability to problem solve and sound decision-making skills
- Proven ability to use initiative and work autonomously as well as the ability to work productively as part of a team
- Strong understanding of the Australian and Victorian curriculum frameworks