



## Position Description

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

<b>Position Title</b>	Early Years Partnership Manager
<b>Position Reports to:</b>	Head of Education
<b>Status:</b>	0.6
<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, workshops, teaching and learning programs, wellbeing journals and our app, we seek to help all Australians become mentally healthy.

### What does the role look like?

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To meet the growing need for early childhood wellbeing programs and the demand for TRP curriculum across Australia, we are seeking a motivated, enthusiastic and passionate educator to support the implementation of our Early Years Program.

The Early Years Partnership Manager will be the key link with centres and support program delivery. The role will have a key focus on operational execution along with the opportunity for strategic thinking in the future program development.

Through this key role, the Early Years Partnership Manager will have a unique opportunity to positively impact the mental health and wellbeing of thousands of educators, children, and parents/carers.

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

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- Someone who will live the values of TRP, being Humble, Inclusive, Passionate, Professional and Curious
- Strong interest in mental health and passion for helping people
- Able to build great relationships with a diverse range of people
- Can-do attitude and loves a challenge!

**What will you be doing?**

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<b><i>Relationship Management</i></b>	<ul style="list-style-type: none"> <li>● Build strong relationships and provide ongoing support to key contacts at Partnership Centres to enable best-practice program implementation</li> <li>● Maintain relationships with consultants to assist with program and content development</li> </ul>
<b><i>Program Operations</i></b>	<ul style="list-style-type: none"> <li>● Plan, deliver and facilitate all key touchpoints with Partnership Centres, including the onboarding process and professional development sessions</li> <li>● Monitor the progress of program delivery for each centre through tracking of key engagement indicators</li> <li>● Manage the Centre retention process from year to year</li> <li>● Provide regular communications to all Centres in the form of newsletters, key events and tailored guidance</li> <li>● Work with the Education Team to support the curriculum review process</li> <li>● Support the operations of TRP’s Digital Program platform “Teachable”</li> <li>● Establish and implement an annual program review process</li> <li>● Management of the School Readiness Funding process</li> </ul>
<b><i>Team Participation</i></b>	<ul style="list-style-type: none"> <li>● Collaborate with the broader Education Team to ensure consistent, high quality program experience and impact</li> <li>● Support the wider Education Team with key tasks and projects as needed</li> <li>● Demonstrate a strong commitment to continuous improvement and outstanding customer outcomes</li> </ul>
<b><i>General</i></b>	<ul style="list-style-type: none"> <li>● Assist with the organisation of key events, including Public Talks and Teacher Seminars</li> <li>● Attend events as needed (this may require some after-hours work)</li> </ul>



## What skills/experience are we looking for?

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- A Bachelor's degree and 3+ years of experience working in an early years setting as a teacher or in a leadership role
- Strong understanding of Early Years Learning Framework (EYLF)
- Excellent stakeholder management skills and the ability to develop capacity in educators who are responsible for program implementation
- Strong presentation skills and ability to deliver to a range of audiences, particularly other teachers and educators
- High level oral, written, and interpersonal communication skills and demonstrated ability to effectively collaborate and communicate with a range of people
- Strong organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines
- 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

If this sounds like you - and you're eager to work in a dynamic, high growth environment with fun, inclusive people who are committed to making a difference - then we'd love to hear from you.

**Please submit your application before 5.00pm on Monday 22nd November via the following link: <https://form.jotform.com/213126315702848>**

If you have any questions about the role or application process, please contact [andrew@simplyhr.net.au](mailto:andrew@simplyhr.net.au).