Product and Program Development Coordinator

We're seeking a passionate, organised and detail-oriented Product and Program Development Coordinator to help bring TRP's programs and resources to life for children, adults and communities across the country.

- **Part-time (3 days/week)**
- **12-month contract (with opportunity for extension)**
- **Working from Collingwood, VIC**

About TRP

The Resilience Project (TRP) exists to inspire happiness and change lives. We're on a mission to make wellbeing accessible to everyone, everywhere - guided by a simple but powerful vision: *Wellbeing. Every home. Everyday.*

Through evidence-based education programs, workplace initiatives, podcasts, events and resources, we teach practical strategies that help people build resilience and wellbeing.

We've delivered programs to 3,500 schools and early years services, 850 workplaces, and elite sport, including Australian cricket, netball, soccer, NRL and AFL teams.

Our team is driven by the opportunity to make a meaningful difference every day.

Life at TRP

At TRP, we're driven to have an impact through everything we do. We're guided by our values - **humble, inclusive, passionate, professional and curious** - and experience care, trust and challenge every day.

We **care**. We genuinely enjoy working together, like to have a laugh and value connecting with each other.

We're **trusted**. We're outcomes driven, believe in our abilities and are trusted to deliver, which is why we have autonomy and flexibility to lead our own work.

We're **challenged**. We grow by stretching ourselves to constantly improve, learn new things and give each other honest feedback.

About the role

This is a great opportunity for someone with a passion for mental health and a love of creating educational tools, resources, products and experiences. This is a hands-on, creative role to help bring TRP's programs and resources to life for children, adults and communities across the country.

Reporting to a Product and Program Development Manager, you'll play a key role in getting things built, written, checked and delivered – turning strategic priorities into

finished resources, content and tools. You'll support delivery on larger initiatives and take the lead yourself on smaller projects from start to finish.

What will you be doing?

- **Content & Curriculum Support:** Support the development of evidence-informed, impactful content, resources and creative assets for schools and other audiences.
- **Content Editing & Refinement** - Edit, format and refine existing content so it's accurate, polished and ready for use.
- **Partnership School Hub** - Update and maintain the partnership school hub, ensuring teachers and program leaders can easily access the learning materials, lesson plans, videos, tools and resources they need to deliver the program.
- **Quality & Curriculum Audits** - Conduct content mapping, curriculum alignment and quality audits to ensure resources are well organised, up to date, engaging and meet intended learning outcomes.
- **Insights & Best Practice** - Gather feedback, data and insights from programs to understand what's working. Stay across best practice and trends in mental health education and bring new ideas back to the team.
- **Project Coordination** - Support the team with larger projects and lead smaller projects end-to-end, liaising with internal team members, contractors/casual staff or clients when necessary.

About You

We are looking for someone who shares the TRP values and is passionate about our purpose to “inspire happiness and change lives”.

You thrive in a fast-paced, dynamic environment, are driven to achieve outcomes, proactively lend a helping hand, embrace challenge, and bring a positive, can-do attitude to your work.

Our ideal candidate will also have:

- Experience in wellbeing education and/or content development.
- An ability to design and sequence education-based learning products and programs.
- Strong organisational skills, attention to detail and an ability to juggle multiple competing priorities.
- An analytical mindset, with an ability to synthesise feedback, data and trends to help inform decisions.
- Strong writing skills, with the ability to create engaging, accurate content for different audiences.
- Comfort coordinating input from other team members or key stakeholders.
- Comfort picking up new digital tools and systems as needed.
- Experience working in or with schools is desirable but not essential.

Interested?

If this opportunity sounds like the right fit, we'd love to hear from you. Please click on the following link to submit your application **before 9am AEDT, Monday 26th October**:

Click here to apply

If you have other specific questions about this opportunity, please contact Emma at emma@simplyhr.net.au.