



Position title: Head of School Programs

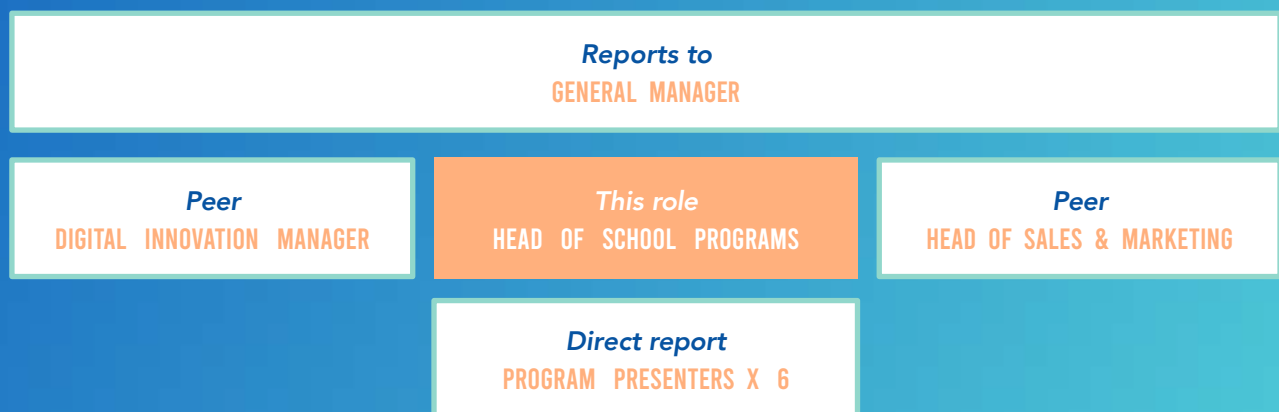
Location: Naarm / Melbourne

Status: Full time

Salary: \$93,859 – \$102,546 + super (SCHADS Award, Level 5 - Level 6)

Start date: April 2024

Reporting structure:



Organisational Purpose:

***WE'RE AN ANTI-BULLYING ORGANISATION
THAT EMPOWERS YOUNG PEOPLE TO STAND UP
AND LEAD CHANGE IN SCHOOL AND BEYOND***

Our Guiding Principles:

***YOUNG PEOPLE AT THE CENTRE
UNLEARN PREJUDICE
NEVER PERFECT, ALWAYS STRIVING
UNCONDITIONAL POSITIVE REGARD***

***WORK HARD WITH KIND HEARTS
WE RUN OUR OWN RACE
IF IT'S BROKEN, FIX IT
BUILD AUTHENTIC RELATIONSHIPS***



PROJECT ROCKIT HQ is located on the lands of the Wurundjeri People of the Kulin Nation. We pay our respects to Elders past and present, and recognise their continuing connection to land, waters and culture.

Role purpose

As the leader of our flagship school programs at PROJECT ROCKIT, the Head of School Programs is an inspiring and inclusive leader who embodies our social purpose of creating spaces where young people thrive. Their passion is backed with excellent operational and logistical skills, which are applied to drive delivery of high impact programs into schools across the country. With experience managing young staff, they have developed approaches for creating great team outcomes that are underpinned by collaboration, structure, professional development, and an unwavering regard for those they work with.

As a member of PROJECT ROCKIT's core leadership team, they bring a deep understanding of the challenges faced by young people, as well as methodologies to engage them in high impact learning experiences. In this role, they lead all logistics related to program delivery, ensuring sector-leading workshops that meet PROJECT ROCKIT's impact and reach targets. They will actively gather feedback, identify and implement areas of improvement relating to program content. From overseeing program budgets to recruiting, training, and leading program staff, the Head of School Programs is a linchpin in bringing PROJECT ROCKIT's purpose to life. They will ensure processes and systems are established within the team for the team to be able to work efficiently. Their leadership extends to impact measurement, validating our approach and ensuring we make a real difference in the lives of young people across the country.

Key Responsibilities

Program Management & Evaluation

- Lead PROJECT ROCKIT's service delivery into Aussie schools – including staffing, program coordination and administration.
- Collaborate with the Head of Sales and Marketing to ensure capacity to deliver high quality programs while hitting growth and delivery targets.
- Ensure programs are resourced and delivered in accordance to the planning schedule.
- Ensure program evaluation and impact measurement is established and monitored on a regular basis and part of daily program delivery and activity.
- Ensure evidence-based, curriculum-aligned program outputs in line with organisational aims.
- Coordinate administrative responsibilities through establishing processes and systems that support the functioning of the Presenting Team.

Program Content Development

- Actively undertake research and gather feedback from key stakeholders to aid in content development.
- Lead development of creative workshop content and methodologies to support relevance, impact and innovation.
- Embed and elevate youth lived experience with our programs through facilitation of PROJECT ROCKIT's youth advisors and presenters.
- Implement new and updated content.

Key Responsibilities (continued)

<i>People Leadership</i>	<ul style="list-style-type: none">• Coordinate recruitment, training, performance and conduct of Program Presenters.• Provide ongoing coaching, training, and performance feedback to staff for maximum engagement and fulfilment.• Foster an inclusive, supportive, and high-performing culture within the Presenting Team.• Manage resourcing effectively to ensure delivery of programs and of youth partnership projects such as team rostering, work and leave arrangements.• Assess ongoing staffing needs and develop workforce planning for operational objectives.
<i>Processes & Procedures</i>	<ul style="list-style-type: none">• Implement (and develop where necessary) central policies and procedures for program delivery, ensuring clear communication and adherence.• Actively seek feedback from the team and key stakeholders to identify ways to improve cohesion, performance and efficiency.• Adhere to safety guidelines and policies.
<i>Reporting & Compliance</i>	<ul style="list-style-type: none">• Develop reports that will ensure key stakeholders are provided with key information relating to the delivery and impact of programs.• Maintain compliance with statutory and safety requirements required for safe and uninterrupted program delivery.
<i>Strategy</i>	<ul style="list-style-type: none">• Develop processes and practices to scale programs and impact within broader organisational strategy.• Contribute to the assessment and management of organisational risks, strategic planning, and operational planning.• Build profile as a visible, visionary and trustworthy leader to build strong confidence in PROJECT ROCKIT both externally and internally.• Actively build key relationships with community and educational stakeholders to amplify impact through collaboration and innovation.
<i>Financial Management</i>	<ul style="list-style-type: none">• Manage programs within budget, providing quarterly reports on expenditure.• Ensure funding requirements for program delivery are met in line with grant and partnership agreements.
<i>Shared Team Agreement</i>	<ul style="list-style-type: none">• Role model PROJECT ROCKIT's guiding principles and an eagerness to authentically engage with our organisational impact.• Contribute to a culture where every team member is valued and recognised for their diverse skill sets.• Maintain a reliable, punctual, organised and thorough approach to delivering on all responsibilities.

Key Selection Criteria (Experience, Knowledge and Qualifications)

Essential:

1. Extensive skills and experience generating creative educational content and/or curricula to dynamically engage young people from all walks of life.
2. 3+ years' experience in management roles and extensive experience working with young and diverse teams.
3. Demonstrated track record of delivering programs at scale to support positive social impact, preferably in educational settings.
4. Demonstrated experience of establishing systems and processes that enable teams to work efficiently.
5. Experience with financial reporting – managing budgets and program expenditure.
6. Strong literacy in matters of diversity, equity, inclusion and youth issues developed from professional and/or lived experience, with an ability to apply this knowledge in an organisational context.
7. Previous experience in people leadership, including training, development, and performance evaluation.
8. Strong operational skills, with a focus on program delivery, project management, and workforce coordination.
9. Experience developing and delivering on strategic objectives – translating strategy into clear action.
10. Excellent communication skills with an ability to inspire and connect sensitively with people with a range of lived and professional experiences.
11. Flexibility and adaptability to navigate a dynamic and fast paced environment.
12. Personal commitment to learning and self-growth on matters of diversity, equity and inclusion.

Ideal:

1. Tertiary qualification in youth work or a related discipline.

Key Measures

- Successfully drive program delivery to achieve annual impact and revenue targets.
- Lead and manage a high performing and cohesive team to achieve organisational objectives.
- Support the growth of PROJECT ROCKIT's presence across Australian school communities.
- Evaluate programs and measure impact through formal and informal channels.

Financial Accountability

Within budget scope (School Programs)

Decision Making Authority

Able to make decisions within scope of role such as program delivery. Any decisions relating to expenditure outside of budget will require additional consultation with Senior Leadership Team.

How to apply

Email your application to leadership@projectrockit.com.au by the closing date of March 22nd. We recommend applying as early as possible as we will be conducting interviews on a rolling basis. Your application must include:

- A cover letter
- A copy of your CV, including two references (preferably recent managers)
- Your responses to the Key Selection Criteria
- An *optional* A 60 second video* (filmed on your phone/laptop is perfect) sharing who you are, and why you'd be great for the role. This video will need to be shared as a link - so please upload it to a video sharing service (e.g. a private video on Youtube)

** We include this because it creates an opportunity for those who are more comfortable with communicating verbally. If you're not comfortable submitting a video, please let us know and we'll make a note of this.*

Please reach out with any questions and let us know if we can provide any additional assistance throughout the application process to help you put your strongest application forward. To learn more about PROJECT ROCKIT, head to projectrockit.com.au or find us on socials – @projectrockit.

NOTE: It is an offence under the Child Protection (Prohibited Employment) Act 2005 for a person convicted of a serious sex offence to apply for this position. Any offer of employment at PROJECT ROCKIT is subject to a satisfactory Working with Children Check and police records check.

PROJECT ROCKIT IS PROUD TO FOSTER A SUPPORTIVE, INCLUSIVE AND RESPECTFUL WORKPLACE. WE ENCOURAGE APPLICATIONS FROM BIPOC, PEOPLE WHO ARE NEURODIVERSE OR WITH A DISABILITY, AND PEOPLE FROM ALL PARTS OF THE GENDER AND SEXUALITY SPECTRUM. WE SUPPORT FLEXIBLE WORKING ARRANGEMENTS AND MAKING ADJUSTMENTS WHERE NEEDED.