



Position title: School Support Coordinator

Location: Naarm / Melbourne, hybrid work arrangement

Status: Part-time, 0.5 FTE, SCHADS Level 3

Days: 20 hours spread across 3 days per week, specific days are flexible and to be negotiated

Contract: 12 months fixed term, option to renew

Start date: April 2024

Reporting structure:



**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**

Organisational purpose

The PROJECT ROCKIT Foundation is a recently established DGR-1 not-for-profit that is designed to take the impact of its sibling, anti-bullying leaders, (PROJECT ROCKIT) to the next level by delivering priority support to schools facing socio-economic and geographic access barriers. When it comes to wellbeing, no student should be left behind.

About PROJECT ROCKIT

We are PROJECT ROCKIT, a youth-driven movement in Australia dedicated to combating bullying, hate, and prejudice. Since our establishment in 2006, we have built a 17 year track record of creating positive impact in mainstream school settings. Our team, a diverse mix of individuals, shares a common dream of fostering inclusive spaces and opportunities for young people to thrive.

What sets us apart? PROJECT ROCKIT brings together young people to actively challenge hate rather than passively witnessing it. We achieve this by empowering young presenters to conduct our signature school workshops, instilling empathy, leadership, and skills in students to foster respectful and inclusive communities.

Our impact speaks volumes. To date, we've positively influenced over 600,000 young people across Australia. Beyond workshops, students become part of a lively digital community, offering resources, campaigns, and opportunities for positive action. Now through The PROJECT ROCKIT Foundation, we are committed to deepening our impact by listening to underserved communities and delivering no-cost programs to schools facing socio-economic and geographic barriers. We are seeking dynamic and experienced leaders to join us in steering this transformative journey.

Role Purpose

This role is working as part of the *PROJECT ROCKIT* team and designed to nurture and deliver the aims of *The PROJECT ROCKIT Foundation*, exclusively supporting schools facing barriers.

As School Support Coordinator, you will play a pivotal role in overseeing the bookings and delivery of philanthropically funded anti-bullying programs aimed at breaking down socio-economic and geographic barriers for schools in need. In this dynamic position, you will identify and engage with schools facing diverse challenges, nurturing positive relationships and providing essential support to the PROJECT ROCKIT team to actualise high impact programs. You will be responsible for cultivating relationships with schools to support dynamic program delivery, spanning waitlist management, needs assessments, program set-up, and network-building. Your role extends beyond program implementation – you will actively contribute to monitoring and evaluation, advocating for participating schools, and building strategic networks to deepen and strengthen PROJECT ROCKIT's impact.

Key Responsibilities

School Bookings and Relationship Management

- Work closely with prospective and participating schools to understand the current issues, unique needs and aspirations of their students and staff.
- Process program bookings for our in-school workshops and online programs, following all internal processes and systems.
- Provide ongoing support and guidance to nurture a trusted, positive and collaborative relationship.

Waitlist Management and Needs Assessment

- Identify and recruit eligible and interested schools to join our waitlist for philanthropically funded programs.
- Improve our data capture by classifying and segmenting low-SES and region-specific schools across Australia for convenient search, filtering, and grant seeking purposes.
- Conduct thorough needs assessments to ensure school eligibility and to understand if and how PROJECT ROCKIT can address specific challenges faced by each school.
- Monitor and analyse waitlist to identify regional clusters of eligible schools that can inform potential grant applications

Program Oversight

- Facilitate pre-program engagement to ensure schools are adequately prepared for bookings team to organise program implementation.
- Work closely and collaboratively with the presenting team to enhance understanding of low-SES and regional schools and improve program impact.
- Conduct post-program follow up, to support schools to implement the ongoing digital resources and to maintain relationships.

Monitoring and Evaluation

- Develop robust monitoring and evaluation mechanisms to ensure grant deliverables are met.
- Working with the Head of Programs, assess best approaches to program broader impact evaluation within low-SES and regional schools, and support the development of delivery systems and processes.
- Where needed, run focus group sessions with teachers and/or students to collect testimonials and to better understand the issues and how we can improve our programs and services.
- Strengthen PROJECT ROCKIT's knowledge and expertise of schools facing barriers by helping the team to adapt and apply learnings.

Awareness and Networking

- Identify networks and opportunities for collaboration, and community involvement and maintain effective relationships.
- Advocate for the needs of participating schools and engage in networking activities to strengthen program impact.

Key Responsibilities (continued)

Shared Team Agreement

- 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. Tertiary qualifications in youth work, social work or 2+ years related experience in education or community sectors
2. Sound knowledge of the education sector, including awareness of school regulations, policies, challenges, and evolving trends.
3. Demonstrated understanding of the factors which contribute to young people being at risk of bullying and discrimination, mental ill-health and/or not completing their education.
4. Strong communication and interpersonal skills with the ability to effectively collaborate with internal and external stakeholders.
5. Demonstrated ability to work independently and as part of a team, with a strong sense of initiative and the flexibility to juggle competing priorities
6. Experience in developing networks and/or partnerships including; education sector, health, welfare, government and non-government organisations and community groups.
7. Demonstrated experience in evaluating programs or projects that address risk factors for young people.
8. Experience working with a range of online tools and platforms and or the ability to learn new programs quickly
9. Demonstrated commitment to learning and self-growth on matters of diversity, equity and inclusion.

Ideal:

1. Demonstrated working knowledge of prevention frameworks within the education setting.
2. Experience in service mapping, needs analysis, and use of regional data to inform planning.
3. Understanding of the not-for-profit sector.
4. Experiencing using CRM tools

** Please include experiences within community and volunteer positions, we value your community contributions*

Key Measures

- Proactively network to establish new relationships with schools and to build out a waitlist of eligible and interested schools
- Monitor and evaluate programs as per grant conditions and to ensure continuous improvement

Financial Accountability

Within budget scope of grant agreements and approvals via The PROJECT ROCKIT Foundation.

Any other decisions around expenditure of budget will require additional consultation with Executive Director of The PROJECT ROCKIT Foundation.

Decision Making Authority

Has delegation authorities under the established booking policies and procedures for school workshop bookings under the management of Head of Sales and Marketing and the direction of the Executive Director.

Benefits

When you become a part of PROJECT ROCKIT, you're not just joining a team – you're becoming a vital member of a close-knit and passionate community dedicated to making a meaningful impact. At our core, we embody our vision and values, where every individual contributes to our shared purpose.

As a rapidly growing organisation, we offer a wealth of exciting opportunities for development and personal growth. Our approach is one of hard work infused with compassion, operating within a leadership structure that welcomes and embraces the ideas of every team member. Together, we strive to realise our vision of a world where kindness and respect flourish.

Joining us means gaining access to an impressive array of mentors and, more importantly, securing a seat at the table where you can actively shape the future of an organisation that has already touched the lives of more than 600,000 young Australians. And believe us, this is just the beginning of an incredible journey.

Classification

This position is classified as a Social and Community Services employee (Level 3) under the Social, Community, Home Care & Disability Services (SCHADS) Award. This role is part time at 16-20 hours per week (hybrid work arrangement).

How to apply

Email your application to jobs@projectrockit.com.au by the closing date of March 18th. Your application should include:

- A cover letter
- A copy of your CV, including two references (preferably recent managers)
- Your responses to the Key Selection Criteria
- 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 feel free to 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.

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.



The PROJECT ROCKIT team lives, works and plays on Aboriginal land. Our home base is located on the land of the Wurundjeri people of the Kulin Nation, and we share our respects to elders past, present, and emerging leaders. To learn more about Wurundjeri history, head to wurundjeri.com.au

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.