

Position Description – Program Co-ordinator

About Equal Ed

What we do

Equal Ed is a social enterprise that provides a variety of services to schools, non-profits and local government. Equal Ed aims to:

1. Empower individuals through increasing access to learning and development opportunities
- and
2. Strengthen communities through delivering innovative and people-centred services and solutions

Our work is currently split into 3 main divisions:

- Strategy & Consulting
- Programs
- Education Technology

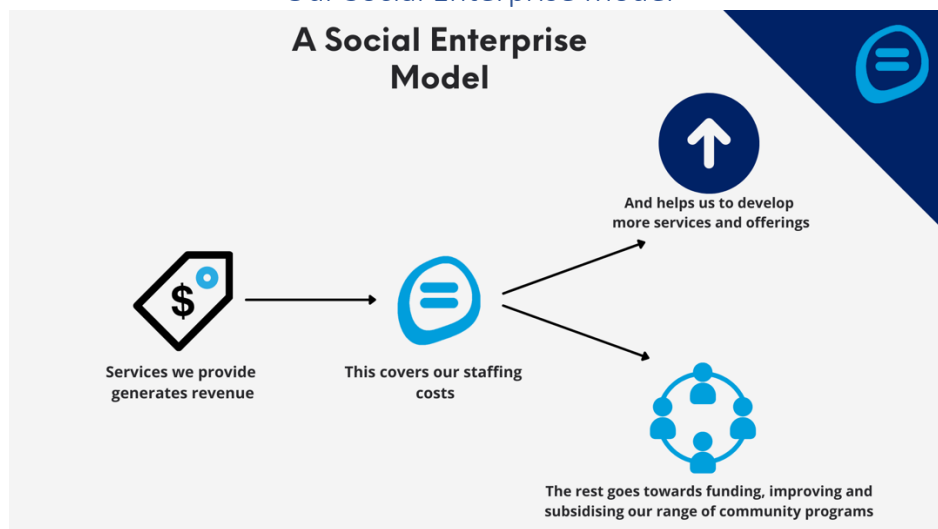
The Strategy and Consulting Division provides a suite of professional services to our clients including strategy development, program co-design, program implementation and efficacy measurement.

The Programs Division works with schools to deliver our HESA Mental Health Program in addition to providing free academic support programs in the community.

The Education Technology Division aims to explore and invest in potential education technology applications that help educators better connect with learners.

Our staff will have the opportunity to take on project rotations across all 3 divisions depending on their interests, skills and the needs of each division.

Our Social Enterprise Model



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Our social enterprise enables us to fund the free homework support programs we run in the community without being reliant on external grants or funding.

Furthermore, it allows us to subsidise clients who may otherwise not be able to access our paid services and increase the number of people and communities who benefit from our work.

About the HESA Program

Starting in 2018, the HESA Program has worked with over 1,000 students over the last 4 years. HESA stands for Higher Education and Student Advancement Program and was initially developed to support high school students with identifying and accessing opportunities for meaningful education and employment.

Our original modules covered a range of topics from mental health to career outcomes and time management. Over time, the HESA program refined its scope to focus on improving mental health outcomes in year 11 and 12 students, with its other modules being integrated to other Equal Ed services.

Today, HESA is an early intervention program designed to decrease stigma and increase access to social and professional mental health support in Year 11 and 12 student cohorts.

In 2022, the HESA program will be working with VicHealth through a substantial partnership grant and will aim to achieve the following objectives in 2022 and beyond:

1. Create more robust program content through collaborative design with community and clinical mental health practitioners, school staff and students
2. Create more robust training and development pathways for lived-experience facilitators delivering our content
3. Expand our programming and increase our reach to 10+ schools
4. Design and trial a “Bridging Program” that supports students as they transition from High School to Tertiary Education
5. Set a clear direction for the HESA program’s growth and development and create sustainable revenue streams from full fee-paying schools to continue our subsidisation model for low-SES schools.

Position Description – Program Co-ordinator

Program Co-ordinator Role

| | |
|---|---|
| Title: | Program Co-ordinator |
| Employment Type: | 0.7 - 1.0 FTE 10 Month Contracted Term with potential to change to permanent full time |
| Location: | Remote/In-office/At client site |
| Remuneration | \$85,000-\$90,000 p.a. (pro rata) + 10.5% Superannuation |
| Responsibilities | |
| <ul style="list-style-type: none"> • Work with the Managing Director to set clear goals and trajectory for the HESA Program • Facilitate team discussions to generate ideas on design and implementation of the HESA Program • Support and drive the HESA team in achieving the goals and objectives set for the HESA program <ul style="list-style-type: none"> ○ The program co-ordinator will also be given the opportunity to set goals and objectives for the HESA program as it develops • Liaise with partners, clients and stakeholders to ensure the effective delivery of programs • Work with staff and volunteers from other projects and teams where needed to ensure effective operations and delivery of the HESA program • Support senior leadership in the recruitment of team members to ensure the HESA program is sufficiently staffed • Support team members in measuring and reporting on the efficacy of the HESA program | |
| Skills & Experience | |
| <p>Equal Ed may look upon these skills and experiences favourably. However, we understand that individuals who may not have some or any of these experiences can still excel at Equal Ed. We encourage potential applicants to use this section as a guide to determine role suitability, rather than a checklist for minimum criteria, and encourage all interested individuals to apply.</p> <ul style="list-style-type: none"> • Experience working in a team environment • Experience working with multiple stakeholders • Project management/program development experience • Strong interpersonal and communication skills • A good understanding of the youth mental health sector through lived-experience, work, volunteering or studies | |
| Supports Provided | |

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- Direct and ongoing support from senior leadership in providing the reasonable resources required for a successful HESA program
- Direct and ongoing support from senior leadership in recruitment and team management where needed
- Guidance from senior leadership on the trajectory of the program and support in setting achievable objectives for the program
- Support to participate in training and personal development opportunities identified by the co-ordinator to develop core skills of their team*
- Support to participate in training and personal development opportunities identified to develop core skills of the co-ordinator*

*Budget allowing

Direct Reports

Reports To:

- Managing Director

Leads:

- A Projects Team of 1 – 3 staff
- Supports Projects Team in co-ordinating 10+ lived experience facilitators (casual/contracted staff)

Location & Work Arrangements

- Work from home, in office or at client/school locations
- Negotiable/Flexible 0.7 – 1.0 FTE

Equal Ed operates on an outcomes driven approach to work. You may choose to work anywhere and anytime in Australia as long as the outcomes for your role are met.

Although we try to be as flexible as possible with your work arrangements, some roles and projects may require you to meet on-site with clients to reach clients' desired outcomes. Your transportation needs and availability to meet clients on-site can be discussed with your direct report during recruitment.

Remunerations and Benefits

| | |
|-------------------|---------------------|
| Salary (Pro Rata) | \$85,000 - \$90,000 |
| Superannuation | +10.5% |

Please read "How to Apply" section on next page.

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How to Apply

Stage 1. Online Application (Closing 19th of September)

Interested applicants can apply online via the link below.

Once completed a member of our team will reach out to you after the application closing date to inform you on whether you have progressed to the next stage. Please note that interviews will be conducted on a rolling basis, and may be organised with you prior to 16th of September. Should the role be filled prior to this date, all applicants will be notified.

Link: <https://tinyurl.com/equaled-careers>

Stage 2. Online Interview (Mid-September)

Applicants who are successfully short-listed from our online applications will be invited to an online interview. The interview will involve a series of behavioural and scenario-based questions and an opportunity to meet members of the team you will be working with. The interview should take approximately 90mins.

Job Offer (End September – Start October)

Applicants will be notified of their outcome throughout the end of September and start of October.