

Position Description – Project Officer

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

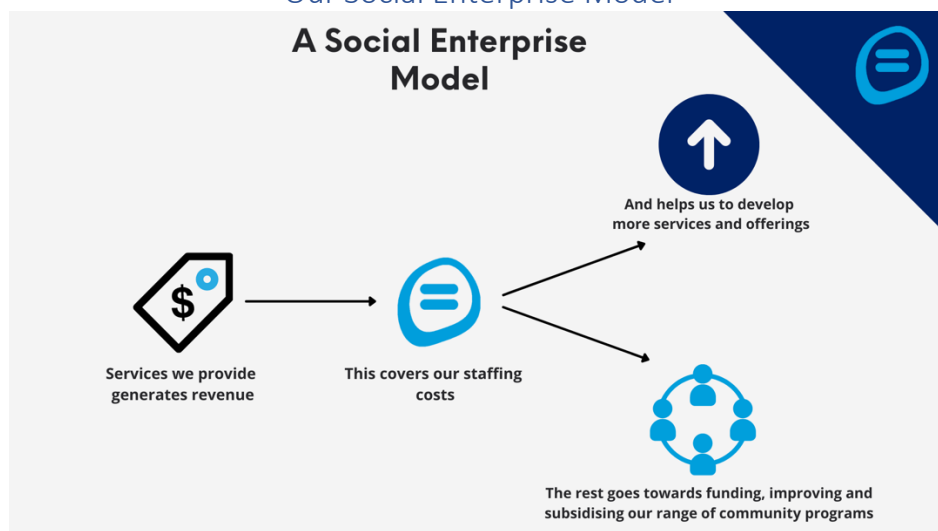
The Strategy and Consulting Division provides a suite of professional services to our clients including strategy development, program co-design, program implementation and efficacy measurement.

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 Projects & Consulting Team

The Projects & Consulting Team works with a wide range of organisations in the community, from local and state governments to schools and non-profit organisations.

We provide 3 core capabilities:

- Strategy consulting
- Program Design
- Program implementation

Tying together our core capabilities is our expertise in engaging, understanding, and incorporating the needs and perspectives of a diverse range of stakeholders in our deliverables and maximise the impact our clients can make.

The team works on a rotational basis, the goal being to expose staff to a broad range of experiences and sectors and contribute their individual skills and perspectives across projects.

As part of the Projects & Consulting Team, you will have opportunities to work on a variety of projects with a range of stakeholders. You can be working on a student engagement program supporting refugee students in one rotation, and be providing strategy recommendations to a director of a local government area the next.

As such, we highly value individuals who are flexible, adaptable and show genuine curiosity to learning about issues and finding effective solutions for impact.

Position Description – Project Officer

Project Officer Role Description

| | |
|---|--|
| Title: | Project Officer |
| Employment Type: | 0.4 - 0.7 FTE (part-time*/casual arrangements available) *Part-time arrangement: 10 Month Contracted Term with potential to change to permanent full time |
| Location: | Remote/In-office/At client site |
| Remuneration | \$58,000-\$68,000 p.a. (pro rata) + 10.5% Superannuation |
| | |
| Responsibilities | |
| <ul style="list-style-type: none"> • Provide support to project leads on the design and delivery of a variety of projects across Equal Ed’s services. This may include: <ul style="list-style-type: none"> ○ Community Strengthening Projects ○ Consultation and Implementation of councils & NGOs ○ Academic Support Programs ○ Personal Development Workshops • Participate in facilitated team discussions to generate ideas on design and implementation • Deliver and implement projects with the support of project leaders • Liaise with partners, clients and stakeholders to ensure the effective delivery of projects • Work with staff and volunteers from other projects and portfolios and teams to ensure effective operations and delivery of projects • Work on administrative tasks such as data collection, report generation and other tasks as required by law or company policy to complete projects in a safe and effective manner <ul style="list-style-type: none"> ○ These tasks will be based on your skill level and you will be provided support through project leaders and clear guidelines • More autonomy will be developed as you go through continuous development in your role | |
| Skills & Experience | |
| <p>Equal Ed aims to create an environment that encourages innovation and creativity and provides the freedom for teams to design and implement the solutions and programs that they feel best meets the needs of our clients and communities. Furthermore, you’ll have relatively large flexibility on when, where and how you work based on what you feel will most effectively help you and your team reach your goals.</p> <p>As such, some traits that are highly valued at Equal Ed include:</p> <ul style="list-style-type: none"> • Strong accountability and a growth mindset • Ability to analyse problems holistically • Ability to both use and show clear logic and reason • Strong communication skills and empathy • Strong ability to work in a team • High Adaptability <p>Some previous experience (1-5yrs) in the community impact space preferred but not essential.</p> | |

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Location & Work Arrangements

- Work from home, in office or at client/school locations
- Negotiable/Flexible starting at 10-15hrs/week

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 from time to time to meet client outcomes. Your transportation needs and availability to meet clients on-site can be discussed with your direct report during recruitment.

Remunerations and Benefits

| | |
|----------------|-----------------------------------|
| Base Rate | \$58,000-\$68,000 p.a. (pro rata) |
| Superannuation | +10.50% |

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/equaledwork>

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 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.