

Melbourne Program Manager & Facilitator

Job Description

At High Resolves, we specialise in the design and delivery of citizenship and leadership learning experiences for students. Inspired by our vision: *a generation of young people resolving to make a positive difference in the world*, we have developed award-winning citizenship curriculum that is backed by learning science and 15 years' experience in the field. High Resolves is a leading-edge social enterprise, founded in Australia, which has now expanded into the United States, Canada and China, with new partnerships also forming in Brazil, Armenia and India. We're currently reaching about 10% of Australian teens, but we're growing rapidly, with plans to reach 50% of Australian high school students.

About the Team

Our team is one of a kind. We have a growth mindset and we live by our 10 character traits: Passionate, Committed, Purpose-led, Curious, Bold, Pioneering, Rigorous, Relentless, Sincere and Adaptable. We are a local team in a global organisation, bringing a range of experience from teaching to law, social work to financial services, sales to communications – each of us has taken our own path to our current role, but we share a common belief in the vision and mission of High Resolves.

The Role

As a High Resolves Program Manager & Facilitator, you will work with a diverse range of schools to deliver the High Resolves program to high school students. You'll facilitate dynamic workshops and build relationships with multiple schools, both face to face and on-line.

You will also be involved in business development activities to further grow the reach and impact of the program, building relationships with Principals and school leaders, as well as youth organisations, universities and businesses across Melbourne.

What you'll do

- Deliver the High Resolves program in schools or online to high school students, exuding energy, enthusiasm, confidence, and belief in students.
- Deliver professional development to teachers and youth workers in relevant organisations, in schools, at centralised locations, or online.
- Maintain strong relationships with staff at all participating and prospective schools, promoting all aspects of the High Resolves program.
- Deliver presentations and meetings in schools, youth organisations, at conferences, or online to communicate and demonstrate the value of the program to all stakeholders.
- In consultation with the High Resolves Australian Director of Curriculum & Impact, ensure the appropriate rigour of evaluation and success metric reporting is applied to all initiatives.

Why you'll love the role

You will thrive on the opportunity to influence the life trajectories of thousands of high school students as you lead them through immersive in-school or online workshops designed to develop critical citizenship competencies and build personal and social capabilities.

What we're looking for

- An expert facilitator, able to lead high-energy, dynamic, immersive peak experience for high school students.
- Passionate about global issues and social justice
- Ability to establish and professionally manage external relationships
- Ability to engage with senior leaders, understand challenges and tailor a needs-based approach
- Ability to quickly and calmly solve problems under pressure
- Positive, 'can-do' attitude and strong interpersonal skills
- Genuine respect for young people
- Genuine passion for educating and developing youth
- Willing to travel to schools across Melbourne, with occasional travel to rural Victoria
- A tertiary qualification in education/teaching is strongly preferred

Must have

- Access to a vehicle will be essential for this role for visits to schools, especially schools in regional and rural areas of Victoria. All travel expenses will be reimbursed (i.e. both public transport and car).
- Successful Working with Children Check or current teaching registration and Criminal History Checks are mandatory
- A valid working visa to work in Australia for the next two years (if applicable)

How to apply for this job

The application process will consist of three stages. Stage 1 is the submission of your CV and a brief cover letter telling us what attracts you to the role and what specific skills and experience you have that will make you the ideal candidate for the role. Stage 1 applications should be emailed to applications@highresolves.org by no later than **Monday, 1 February 2021**.

Successful Stage 1 applicants will be invited to a Stage 2 video round before final Stage 3 interviews are held.

We are an equal opportunity employer founded on the principles of inclusive leadership. We support flexible and part-time working arrangements for our people. Applications from people of Aboriginal and Torres Strait Islander descent are encouraged.

[WEB LINK](#)