

## POSITION DESCRIPTION

<b>Position Title:</b>	National Education Manager
<b>Location:</b>	Brisbane, Queensland
<b>Employer:</b>	Bravehearts
<b>Terms:</b>	Full-time, permanent
<b>Reports to:</b>	CEO



### **Our Vision**

To make Australia the safest place in the world to raise a child.

### **Mission Statement**

Our Mission is to stop child sexual assault and exploitation in our society.

### **Guiding Principles**

Our Guiding Principles are to, at all times, do all things to serve our Mission without fear or favour and without compromise and to continually ensure that the best interests and protection of the child are placed before all other considerations.

### **Guiding Values**

Our guiding values are to at all times do all things to serve our Mission with uncompromising integrity, respect, energy and empathy, ensuring fairness, justice and hope for all children and those who protect them.

### **PURPOSE OF POSITION:**

The role of the National Education Manager is to advance Bravehearts' Education Program nationally through development, marketing and sales of Bravehearts' suite of Education products for children. The National Education Manager will work with the Education Team Manager and Education Funding Manager to ensure the delivery and growth of the education programs consistent with Bravehearts' strategic and commercial plans.

### **Term of Appointment**

The term of appointment will be permanent full-time, subject to satisfying performance appraisals in the probationary period (the first six months).

### **Remuneration range**

Salary commensurate with qualifications & experience. FBT concession.

### **Reporting Relationships**

The National Education Manager is responsible directly to the CEO. The Education Team Manager and the Education Funding Manager report directly to the National Education Manager.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

#### **Key Areas of Responsibility**

#### **Business Development & Outcomes**

- Develop and execute Education strategic plan.
- Build effective financial sustainability from Education programs including resource allocation, budgeting, optimising utilisation and managing costs, and building business and financial capability of programs.
- Develop and maintain relationships with partners and national stakeholders. (government and non-government), to strengthen Bravehearts' footprint, and build future sustainability.
- Review and update current programs based on leading research and understanding of curriculum requirements across states.
- Lead the implementation of new programs, services and practice across the nation.

- Prepare and update education training manuals and protocols.
- Identify, develop and manage government, business and commercial partnerships to advance Bravehearts' education programs nationally.
- Provide timely reporting to education program sponsors.
- All education related actions as directed or assigned from time to time.

### **Team Leadership and Culture**

- Motivate, lead and engage the Education team to deliver best in class programs.

### **General**

- Attendance at conferences/meetings/Bravehearts functions.
- Participate and manage nominated Education Team staff members in Annual Performance planning.
- Ensure self – care is actively utilised across Education Department including (self).
- Work as part of a team to achieve Bravehearts Mission.
- At all times uphold Bravehearts' values of energy, empathy, integrity and respect.

### **Personal Specifications:**

#### **Qualifications**

- Tertiary qualification in Education, Business or similar.
- Must have or be willing to apply for a CCYP Working with Children Check (Blue Card).
- Criminal History Check.
- Candidates must possess a driver's licence.

#### **Experience**

- Demonstrated business acumen with proven outcomes in business leadership and growth, ideally in the Education/Community sector.
- Experience in leading a team of people to produce high quality work.
- Demonstrated experience in Education related Project Management
- Demonstrated experience in successful business growth and development that leads to positive commercial outcomes and revenue growth.
- Experience and understanding of issues relating to service delivery with an agency that is committed to socially and culturally inclusive practices preferable.

#### **Personal Qualities**

- The appointee needs to possess personal qualities of integrity, sound judgement, empathy, loyalty and respect for individuals.
- High levels of verbal and written communication, as well as well-defined negotiation and mediation skills are essential.
- The ability to maintain motivation and professionalism under pressure.
- The appointee must have excellent interpersonal skills.
- The capacity to work enthusiastically within the parameters of Bravehearts' mission and vision for an optimum contribution to the lives of children and young people who have experienced sexual assault, their non-offending family members and primary caregivers.
- Principles of social justice will underpin the appointee's practice.

#### **Skills and Abilities**

- Excellent leadership skills with a proven ability to engage and motivate.
- Demonstrated financial acumen with the ability to manage and monitor budgets.
- Highly self-motivated.
- Professional report writing skills with excellent attention to detail.
- Exceptional organisational and time management skills with the ability to prioritise and meet deadlines.
- Intermediate use of Microsoft office suite and keyboard skills.
- Commitment to develop a sound understanding of the effects of child sexual assault on the individual, family, interpersonal, and societal level.

I, \_\_\_\_\_ acknowledge that I have no past or pending convictions or allegations in relation to harming a child or acting inappropriately toward them nor have I ever deliberately harmed a child or acted inappropriately toward them. I will immediately inform my manager of any charges of child sexual assault or interpersonal violence.

I have read, agree and understand my position description. I understand that any inappropriate behaviour towards children on my part may lead to me being stood down from my position, and any prosecution of child sexual assault, or violence towards a person, whether at work or not, may lead to immediate termination of employment. I declare that there is no medical or other condition which would stop me from undertaking the duties listed.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_