

# Education Advisor – Part Time (0.6 FTE) (Maternity Cover - 12 Months)

## PURPOSE OF THE POSITION

As the Education Advisor, you work closely with the Education Team in Sydney and Country Offices (COs), as well as the International Programs Team in Sydney, to strengthen and expand ChildFund Australia's existing education programs and projects. You provide input and feedback to project concept papers, proposals (including submissions), monitoring reports and evaluations, as well as providing technical advice and support on the education components of other programs and projects. This role will specifically be focused on working with Papua New Guinea and in other Pacific regions; some travel is required for this role.

### KEY DUTIES

- Contribute to developing our thinking about education and its role in international development programs, in order to advance ChildFund Australia's strategic goals, including programs, research and advocacy initiatives
- Collaborate with others to design, implement, and learn from programs and projects, informed by analysis and evidence-based solutions, and building on emerging/good practices in international development, to enable inclusive, rights-based and people-centred, sustainable, and transformational programming for children and their communities.
- Support Country Office education teams with technical support and advice in project planning, design, implementation, monitoring and evaluation
- Assist Country Office staff with progress reporting both internally and to donors
- Support the design and preparation of winning grant submissions including through writing concept notes and proposals
- Build networks, collaborate, and work respectfully and equitably with a diversity of organisations to support transformational change and impact, and achieve sustainable success in project delivery for children and their communities.
- Strengthen local partnerships and/or relationships, e.g., through capacity sharing to support localisation
- Promote and integrate gender equality, disability, and social inclusion into day-to-day work
- *Remain alert and responsive to any child safeguarding or sexual exploitation, abuse, or harassment (PSEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.*

### QUALIFICATIONS & EXPERIENCE

- Post-graduate qualification in a relevant discipline
- Cross-cultural experience in an NGO/International development context
- 3+ years as a teacher, preferably in formal, basic education and/or teacher education; and in a number of sub-sectors (e.g., Early Childhood, primary, secondary, tertiary, technical and vocational, teacher training, assessment and evaluation etc.) including some years in the International Development sector
- Project management experience
- Familiarity/experience with web-based communication platforms (Teams, Zoom, Webex etc.).

### DESIRABLE

- Sound project design, implementation, monitoring and evaluation skills
- Experience working in the Pacific region
- Experience in supporting education in emergencies
- Experience in the development of curriculum, policies, and guidelines

### SKILLS

Strong team player with great interpersonal skills

Excellent written and verbal communication skills

Flexible and adaptable, able to work with people from different backgrounds and cultures

Excellent mentoring & coaching abilities

### CHILDFUND AUSTRALIA'S VALUES

Commitment to ChildFund Australia's values – Respect, Integrity, Collaboration, Change, Empowerment & Excellence

**Department:** International Programs Team

**Location:** Level 8, 162 Goulburn Street, Surry Hills NSW 2010

**Employment:** Part-time (0.6 FTE, 3 days a week)

**Reports to:** Senior Education Advisor

**Other Information:**

- Must have working rights in one of the abovementioned countries.
- Some international travel and occasional interstate travel is required

**Please apply at:** <https://www.childfund.org.au/work-with-us/>





## ORGANISATIONAL CONTEXT

ChildFund Australia is an independent international development organisation that works to reduce poverty for children in developing communities. We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

Our vision is a world without poverty where all children and young people can say: “I am safe. I am educated. I contribute. I have a future.”

ChildFund Australia directly manages and implements programs with a range of local partners in Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other Pacific nations, and manages projects delivered by partner organisations throughout Asia, Africa, and the Americas. Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 12 organisations which assists almost 23 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

## HOW WE VALUE YOUR CONTRIBUTION (Australia only - will vary per country)

### Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

### Leave

You will have access to 20 days of paid annual leave (pro-rated for part-time employees). You are also entitled to personal/carer’s leave, paid parental leave, long service leave and bereavement leave.

### Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversation between yourself and your manager about maintaining work-life balance. If the position allows, employees can choose to work up to 2 days from home per week.

### Salary Packaging

You will be eligible for salary packaging. As a Non-Governmental Organisation, our staff are eligible for salary sacrificing. The Australian Taxation Office (ATO) allows us to reimburse you for your personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in additions to the income tax free threshold.

### Employee Assistance Program

In case you need help with personal, family or employment related matters you and your family will have access to free external, professional and confidential counselling assistance. UPRISE, our EAP system, combines multiple wellbeing initiatives to support your mental health and resilience.

### Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

**OUR VISION:** A world without poverty where all children and young people can say: “I am safe. I am educated, I contribute. I have a future.”

**OUR MISSION:** We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

At ChildFund Australia you will be contributing to our programs which protect, educate and empower children and young people.