

Position Description



**Alannah & Madeline
Foundation**

Keeping children safe from violence

Position title: eSmart Advisor
Department: Programs
Reports to: eSmart Manager, Program Delivery
Job type: Full Time (part time considered)
Date: Jan 2019

ABOUT THE FOUNDATION

The Alannah & Madeline Foundation was set up in memory of Alannah and Madeline Mikac, aged six and three, who were tragically killed with their mother and 32 others at Port Arthur, Tasmania, on 28 April 1996. In memory of his daughters, Walter Mikac and a small group of volunteers set up the Foundation with the belief that all children should have a safe and happy childhood without being subjected to violence. The then Prime Minister launched the Foundation on 30 April 1997.

The Foundation:

- identifies issues that adversely affect the wellbeing of children; we work to help them recover, and protect them from bullying and violence
- works across the spectrum of prevention and care to deliver state-of-the-art, evidence-based programs and products
- works with the best minds to identify and reduce significant threats to children's safety through innovation and partnerships
- speaks out on the need for systemic change to build a supportive and safe society

The Foundation is committed to child safety. Our Child Safe Policy outlines our safe practices for children. Our values are Caring, Friendliness, Respect, Responsibility, Valuing Difference and Including Others.

POSITION IN CONTEXT

Reporting to the eSmart Manager, the eSmart Advisor is a member of the Program Delivery team and has accountability to support the delivery of the Schools Strategic Plan including the delivery of the operational plan. This role is part of the team responsible for implementing the Foundation's eSmart framework in over 2500 Australian schools. eSmart is an organisational culture and behaviour-change program, aimed at school leadership, which provides a framework for safe digital practices in the school environment.

FREEDOM TO ACT

- The eSmart Advisor works according to the policies and procedures of the Alannah & Madeline Foundation
- The eSmart Advisor, in liaison/consultation with the eSmart Manager can assist to develop long-term partnerships with relevant stakeholders in Australia and overseas
- The eSmart Advisor will execute the program strategies and operational plans as agreed with the eSmart Manager

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MAJOR JOB RESPONSIBILITIES

- Work with Australian schools to promote the eSmart program and actively support schools to achieve program compliance
- Regularly communicate with schools via phone, online meetings, face-to-face meetings and training sessions to introduce the program, encourage progress and provide support
- Coordinate program rollout across various States to ensure seamless customer experience with a whole of Foundation focus
- Identify and implement ongoing refinements to overall performance of the eSmart team through updates of deliverables and continuous improvement opportunities
- Support the implementation and delivery of the operational plan for the Program Delivery team (specifically schools) to achieve optimal service delivery, including delivering to the funding requirements of key stakeholders
- Present workshops on behalf of the Foundation to parents, teachers and students in cyber safety, bullying and well-being
- Support the development of effective relationships with all stakeholders including but not limited to the educational sector (Government, Catholic and Independent)
- Contribute to the overall success of the Program Delivery team through collaborative and cohesive internal and external relationships
- Other tasks as directed by the eSmart Manager, Head of Program Delivery, General Manager Programs, and Senior Leadership team

KNOWLEDGE, EXPERIENCE AND REQUIREMENTS

- Previous experience in executing projects or initiatives, preferably in the education or non-profit sectors
- Knowledge of and experience in the education sector, preferably in schools
- Knowledge of contemporary cyber safety and digital inclusion issues and how they impact children/ young adults and society (desirable)
- Well-developed communication and organisational skills; experience and maturity to relate effectively with the education sector and related stakeholders, as well as colleagues.
- Excellent presentation skills with capability to work autonomously and within a small team
- Ability to conduct presentations and workshops in schools outside of normal working hours
- Ability to travel intra / interstate and have use of own vehicle for work travel purposes
- Tertiary qualifications in relevant disciplines
- Working with Children Check and Police Check required