

**Educating The Future Australia Limited
Youth Team - Job Description**

Position: Timor-Leste Programs Youth Team (Volunteer)

Position Date: July 16 2019



**EDUCATING
THE FUTURE**

About us:

Educating The Future (ETF) Australia Limited is a registered not-for-profit with the Australian Charities and Not-for-profits commission that aims to empower members of impoverished communities to achieve an improved quality of life and capacity to achieve their potential. ETF provides relief from poverty and generational disadvantage by providing access to preschool education. Funds raised by ETF in Australia enable the construction and/or renovation of preschool infrastructure in regional areas of Timor-Leste.

About you:

We are looking for a young individual that is committed to making a positive difference, working with others on various tasks in order to achieve Educating The Future's goal of providing construction and/or renovation of preschool infrastructure to Timor-Leste.

ETF does not require that applicants have specific skills or qualifications to join our team, including undertaking a university degree. However, we expect that at a minimum, you have an interest in this field and are willing to learn. You will be better positioned to make an immediate impact in this team if you are from the following background:

- Undergraduate, postgraduate students and young people under the age of 26
- Engineering students, including civil engineering
- Global studies, international relations, politics, law and development studies students
- Arts, humanities and social sciences students
- Commerce and economics students
- Construction management and city planning

Position summary:

Educating The Future is a not-for-profit run by young people and we expect that you can work well with others in a fast-paced, dynamic, digital and innovative environment.

Our purpose is to propose, review, plan and implement programs that will be run by or on behalf of Educating the Future. These programs will be in place as to empower, engage and educate Timorese students, with the overarching goal of improving quality of life. Programs team tasks will involve promoting the benefits of education, promoting sustainability and longevity, conducting research and development, liaising with stakeholders and communities, contributing to grant applications, learning about Timorese culture/operations and enriching the lives of those in need.

The team has scope to develop and conduct programs that align with the core values of ETF as well as contributing to current programs.

Key responsibilities:

All programs work is centered on the improvement of the quality of education in Timor-Leste and the development of ETF as a charity in Timor-Leste. Activities you may be involved in as a member of the Programs team includes but is not limited to:

Future School Builds

- Assisting with the maintenance of our relationship with the Ministry of Education and continuing to improve our partnership methods

Research & Data

- Contribute to the Monitoring & Evaluation framework of ETF's preschools
- Assist in the collection of data on current and future ETF preschools
- Assist in measuring impact of ETF programs on education in Timor-Leste
- Analyse government and other NGO data to help justify the need for ETF programs

Teacher Training

- Programs team to develop teacher training programs or materials, or make use of in-country partnerships to conduct teacher training on our behalf

Provision of Learning Materials

- Programs team to develop the movement of materials to areas in question e.g. Timor Leste Railaco Motahare

Student Immersion Trips

- Programs team to develop a plan and facilitate team Timor trips to ensure volunteers get the best possible experience from these trips and the organisation is able to maximise the benefit of our time in Timor

Partnerships

- Assist with the management of ETF's partnerships with other NGOs and the Government to help achieve our goals or run our programs
- Work with other NGO's and Government bodies in order to help achieve our goals and/or run our programs

Alignment with strategy

- Programs team has a responsibility to ensure programs meet common goals of the ETF organisation

Key selection criteria:

- Excellent organisational skills
- Excellent written and verbal communication skills
- Proven initiative and the ability to work both autonomously and as part of a team
- Self Motivated

- Problem-solving skills
- Data analysis and reporting knowledge
- Creativity

Other selection criteria:

- Willingness to learn
- Alignment with ETF's organisation values of youth-led, collaborative, transparent and accountable
- Ability to commit 6 hours per week including attending fortnightly workshops on Tuesday from 6 - 8pm
- Ability to communicate and work independently and virtually

How to apply:

Please fill in the google form located on the application Facebook page (<https://web.facebook.com/events/2433375060018316/>) and contact the Educating The Future team at people@educatingthefuture.org with your CV and cover letter, along with any other information you believe will make you stand out as a desirable candidate.