

Primary Ethics is an independent not-for-profit organisation delivering an engaging, age-appropriate philosophical ethics curriculum to students from Early Stage 1- to Stage 4 (Kindergarten to Year 8). We provide this free of charge via a network of trained and accredited volunteer teachers. Ethics classes have been enthusiastically adopted in schools across NSW and we take pride in our reputation as an effective and well-regarded education provider within the public school system.

Role purpose

Area managers play a vital role in driving and supporting volunteer recruitment, fostering volunteer engagement and building productive relationships with schools. This role is responsible for ensuring a sustainable pipeline of ethics teachers and coordinators through effective recruitment channels and localised support. Additionally, it serves as the primary liaison between volunteers and the organisation, facilitating clear communication and providing support to ensure compliance, satisfaction and retention.

Organisational position

The role reports to the CEO.

Hours and location

This role may be full-time or part-time. Specify your preference in your application. Work may be carried out at the Primary Ethics offices or remotely, with a minimum office presence as directed. Travel may also be required to other locations for meetings with external parties or community events.

Roles and responsibilities

Key responsibilities of the role include:

Volunteer recruitment

- Promote ethics teacher and coordinator recruitment opportunities through appropriate channels, such as SEEK, social media, and school parent communities.
- Support ethics coordinators with local recruitment activity, or recruit directly where there is no ethics coordinator.
- Screen candidates for suitability, conduct interviews and approve interviews conducted by ethics coordinators.
- Follow up teachers who are onboarding to ensure completion of training within a reasonable timeframe.
- Work in partnership with the communications manager on alternative recruitment channels such as radio, newspaper, magazine articles etc.

Volunteer management

- Build strong working relationship with coordinators, providing support, mentoring and guidance as required and be the first point of contact for the volunteers, particularly coordinators

- Encourage coordinators to organise team-based catch-ups to ensure volunteers can connect with each other.
- Recognise long-term volunteers through delivery of pins and certificate.
- Provide key communication to volunteers and be the main contact point for changes in Department of Education policies as well as changes in Primary Ethics procedures, policies or programs.
- Build volunteer capability, including low-level Classroom Support team support and referring to Classroom Support as appropriate.
- Develop the knowledge base and processes of each coordinator and their team, to ensure smooth and efficient running of the ethics program
- Drive renewal process each year, ensuring volunteers meet training compliance requirements
- Address complaints and issues of volunteer underperformance appropriately, in conjunction with Classroom Support team, the Engagement and Administration Manager or the CEO as appropriate.
- Provide support to sole teachers to ensure stability of vulnerable schools
- Ensure volunteers complete post-lesson reports.

School Management

- Provide key communication to the School and be the main contact point for changes in Department of Education policies as well as changes in Primary Ethics procedures, policies or programs
- Ensure School is compliant with the relevant Department of Education procedures – especially the current SRE/SEE Implementation Procedures document
- Raise issues early to our school liaison officer when difficulties arise, work in partnership with the school liaison officer as appropriate to resolve conflicts
- Provide sufficient information for parents through the school to raise awareness of our ethics program and give them the ability to choose ethics for their child(ren)

Administration

Ensure accurate recording of data in our database EVIE, including:

- Set up and maintenance of classes and lessons, and assisting coordinators to make these changes
- School status
- First/last lesson dates to manage Authorised Volunteer List flow
- Updating volunteer status promptly: Inactive/Raincheck/Withdrawn/Terminated
- Logging calls and emails to detail contact with volunteers and schools
- Case management notes
- Other tasks as requested to support the needs of the team and organisation.

Skills, experience and personal attributes

Essential

- Proven experience in managing and supporting volunteers, ideally within an educational or nonprofit setting.

- Strong interpersonal skills with the ability to establish and maintain positive relationships with diverse groups, including school leaders, volunteers, and community members.
- Ability to coordinate multiple activities and manage time effectively in a role that spans recruitment, support, administration and program oversight.
- Clear and effective verbal and written communication skills to engage and inform volunteers and school stakeholders.
- A commitment to the mission of Primary Ethics and a genuine interest in fostering critical thinking and ethical reasoning in our students.
- Comfortable using Microsoft Suite programs including Teams, Word, Excel. Experience with CRM system/s (particularly Salesforce) will be very useful.

Desirable

- Knowledge of the Primary Ethics curriculum or previous experience in ethics education.