



HARRISON RIEDEL FOUNDATION



Job Description: School's Program Coordinator
Reports to: CEO
Works with: Designates from within Dept of Ed (NSW) and others across the Harrison Riedel Foundation (including Youth Ambassadors and Volunteers) as required

About the Harrison Riedel Foundation

The Harrison Riedel Foundation was established in 2017 following personal experience of youth suicide by our Founder and CEO: Amanda Riedel. A small nimble organisation, Amanda is currently supported by a Board of experienced senior executives, Ambassadors, and specialist advisors who generally provide their support on a pro bono basis. To learn more about the Foundation please visit our website: www.harrisonriedelfoundation.com.au.

Our mission at the Harrison Riedel Foundation is to increase the rate of help-seeking for young people in emotional distress. We do this by empowering them to manage their emotions through innovative new services and tools, including the *YourCrew* App.

Our vision is to decrease the rate of intentional self-harm to zero.

In 2019 the Harrison Riedel Foundation launched the first iteration of our free, *YourCrew* App. Designed to help young people recognize, manage, and acknowledge their emotions, this self-help resource provides young people with assistance to cope with issues, big or small, before they escalate and become overwhelming.

YourCrew aims to help kids change their actions away from the distress pathway of isolation and risk-taking behaviours to that of self-help, advice, and help-seeking. Further, *YourCrew* equips support networks with the knowledge and confidence to know what to say and do to provide the most effective and timely support, including getting to professional services when required and/or speaking to an adult if things are too difficult to cope with. Because it uses technology and modes of communication that kids are familiar and comfortable with the YourCrew App fits with kids' lifestyles and can become part of their routine, reducing the risk of them falling through the cracks

In this context, the core activities currently being pursued by the Harrison Riedel Foundation include:

1. Maintaining and further developing the YourCrew app
2. Increasing the number of users and usage rates of YourCrew through engagement with schools, social media, and advertising
3. Developing strategic partnerships with synergistic organisations and programs
4. Generating an appropriate level of fundraising to support the Foundation's work.



About this role:

Reporting directly to the CEO: Amanda Riedel, we are looking for an enthusiastic, committed, and experienced person to join our team as the School's Programme Coordinator. In this role you will be integral in helping further develop and refine our schools programme whilst also leading the development of positive and collaborative relationships with schools across the country.

With a particular focus on both NSW and VIC in the first instance, the successful applicant will not only be responsible for finalising the development of several core program elements but will also be tasked with leading a wider piloting of the program. At the same time, you will also be responsible for managing the relationships between the Harrison Riedel Foundation and the various academic institutions including, but not limited to, the NSW Dept of Education, individual schools and third-party sources on independent evaluation.

Our goal is to reach as many young people as we can through our schools' program to show people how to access *YourCrew*, set up their Crew network, use the self-help tools, and reach out for help when they need it more easily and this role will be instrumental in achieving this outcome.

We are ready to start as soon as we find the right applicant. The role will initially require 2-3 days per week, with the potential to move to full-time in the future.

Hours of work

Part-time 3 days a week leading to 4-5 days per week

Location:

Sydney, NSW

Key responsibilities and deliverables will include the following:

Focus Area	Deliverables
<p>Schools' Engagement:</p> <ul style="list-style-type: none"> - Lead the development of all schools' protocols from our approach to our ongoing engagement and long-term stewardship programs. This will include responsibility for managing schools' data. - Working with the CEO and potential partners/ advocates in the DoE NSW, lead the development of the program through pilots and evaluate the relative strengths and weaknesses of the program whilst also providing a solid foundation to leverage into other communities - Have responsibility for all program revision as required - Ensure all materials required for the 	<ul style="list-style-type: none"> - Strategic school program report including: - List of potential schools to contact with appropriate contact details and annual timeframe for contacting schools - Framework and protocol document for approaching and managing schools - Output document outlining schools approached, contact details, when, who, progress, evaluation conducted - Pilot organisation and management and reporting - School Program evaluation organisation, management and reporting - School program revision and development for web resources and incursions - Merchandise organisation



<p>successful delivery of the program are easy to access, accurate and user friendly</p> <ul style="list-style-type: none"> - Provide support to schools as they implement the program within their communities - When appropriate, coordinate all incursion activities delivered by the Harrison Riedel Foundation including but not limited to: the creation of bespoke merchandise items (as schools suggest and fund), management of Schools' Program Youth Ambassadors, delivery of information and materials as appropriate and coordination of involvement of others from across the Foundation 	<ul style="list-style-type: none"> - Budget reports
<p>Fundraising:</p> <ul style="list-style-type: none"> - Working with CEO, identify ways in which fundraising can be driven through the school community as the program is rolled out. - As appropriate support schools in activating these fundraising executions and manage all funds collection, receipting and reporting 	<ul style="list-style-type: none"> - Individual school fundraising reporting - Evaluation and refinement of school fundraising activities
<p>Marketing:</p> <ul style="list-style-type: none"> - Work with the Communications team to assist in the development of story resources promoting the progress of the program - Ensure all permissions for media use are collected as necessary and stored appropriately - Ensure the capturing of high-quality photography and testimonial as opportune - Respond in a timely and collaborative fashion to all requests from the Communications team for assistance in creating content be that traditional media content or social/ digital media 	<ul style="list-style-type: none"> - School marketing and media reports - Capture media and stories to reflect school program experiences and impact - Organize and store all school media and story development
<p>Business Management and Admin</p> <ul style="list-style-type: none"> - Take responsibility for ensuring the accuracy of all materials created by you and their regular review/ update - As requested, from time-to-time work with the CEO to provide support on activities that may complement but not fall directly within the Schools Program (i.e. speaking at a community event, assisting during a 	



corporate golf day) - Help with general administration for the foundation as needed	
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Desired experience, skills and attributes of potential candidates:

5-10 years of experience working in the schools education arena, or Education Depts. or fundraising preferred

Demonstrable experience establishing and maintaining strong relationships with key internal and external stakeholders

Strong communication skills, both written and verbal

Strong presentation skills – ability to represent the Foundation and present to schools for funding and programs

Willingness to work across all aspects of the Foundation as needed, demonstrating flexibility and a ‘can do’ attitude

Self-starter with strong organisational and task management skills

To apply for this position, please contact:

Amanda Riedel (CEO)

Email: ariedel@harrisonriedelfoundation.com

