

Role Description – Program Coordinator (Next Generation Leaders)

Reports to	Chief Executive Officer
Type	Full-Time, Permanent
Direct reports	Casual program facilitators
Date of Description	17 th July 2025
Salary	\$75,000-85,000 + super (12%)
Start Date	September 2025
Applications Close	5PM (AWST), 12 th August 2025

1. About the Fogarty Foundation

The Fogarty Foundation aims to create a more prosperous Western Australia, lifted by excellence, education, and innovation; a state where strong leadership, abundant opportunity, and high-potential individuals drive positive change across communities and sectors.

Our aim is to ensure that every student in Western Australia can access an excellent education, driving progress through bold leadership and systems that foster equity and innovation.

We deliver and support programs and partnerships which align with three strategic focus areas; 1) **Next Generation Leaders** - empowering, extending, and creating opportunities for high-achieving and high-potential young people; 2) **Excellence in Education** – investing in educators and school leaders to ensure all students can access a high-quality education; and 3) **Future Ready Students** – developing capabilities in students and educators which prepare them for the rapidly changing needs of our future workforce.

2. Purpose of the Program Coordinator (Next Generation Leaders)

The Program Coordinator is a dynamic and exciting new position. Your role is to lead the design, delivery and continued development of new and existing programs within the Foundation's **Next Generation Leaders** strategic focus area, which includes the *Ripple* program, a newly established program to support high potential young leaders in WA.

The Fogarty Foundation is evolving through strategic growth and transformation, building on 25 years of impact in education and creating opportunities to nurture and accelerate the potential of young people in Western Australia.

The *Ripple* program is a world-class, transformative leadership accelerator designed to cultivate the potential of young leaders, equipping them with the skills, experiences and networks needed to create impact. It was developed in 2025 and will be a key initiative for the Foundation moving forward. Over a three-year journey of self-discovery and experiential

learning, Ripple prepares participants to become catalytic agents of progress, driving social change and economic growth in WA.

We are looking for a candidate who is seeking a meaningful, enterprising next chapter in their career to work with inspiring young people, drive real impact and innovation in education, and create exciting opportunities to nurture the next generation of young leaders in WA.

The successful candidate will have strong experience or the ability to demonstrate strong proficiency in the **Required Skills** outlined in this role description. You will have the opportunity to develop your own ideas and innovations to shape the program's direction, whilst also being well supported by the Foundation team.

As a new position, this role is open to being shaped and refined through your contribution and vision. This role will grow and evolve overtime to include design and delivery of other initiatives within the *Next Generation Leaders* strategic focus area. As such, we're seeking a candidate who is excited to grow with the role and take a leading hand in shaping its future impact.

You will join the Foundation's team full-time, primarily working from our office in the Perth CBD. Some events and engagements will be held at other locations, outside of regular business hours; the dates and times of these commitments are generally well known in advance and time in lieu will be provided if additional hours are required.

3. Duties

The primary duty of this role is to lead the design, delivery and continuous development of programs within the Next Generation Leaders strategic focus area to an excellent standard in line with the guiding principles and strategic direction of the Fogarty Foundation.

Duties of the Program Coordinator include:

a) Lead the delivery of all key events and activities within the *Ripple* program to an excellent standard

- Ensure all events and activities as part of *Ripple* are delivered on time, on budget, and to an excellent standard
- Lead the design, delivery and facilitation of the program workshops, events and resources, including designing runsheets, liaising with speakers and vendors, creating or researching content to include in the workshops, preparing relevant materials and supporting resources including Canva presentations and webpages
- Attend all events as part of *Ripple*, ensuring all participants and speakers feel welcomed and have a positive experience
- Delivering the mentoring program, identifying and facilitating introductions between participants and potential mentors to support the success of their

Leadership Development Plans, developing and managing tools to support mentor selection and communications

- Develop and deliver trainings for student facilitators who support aspects of the *Ripple* program, ensure they are effectively briefed and supported to succeed in their roles

b) Continuously identify opportunities for improvement and innovation of the *Ripple* program to achieve the Fogarty Foundation's impact goals

- Working closely with the CEO, and the Programs and Communications Manager to ideate, design and develop new projects, resources or opportunities to support *Ripple*'s development, from digital resource like podcasts and short courses, to new events, funding opportunities and more
- Proactively generating new ideas and designing new content to improve *Ripple* and to achieve the Fogarty Foundation's impact goals
- Conduct research of other comparative programs to ensure the program remains competitive, impactful and world-class
- Identify and develop new partnerships and relationships to strengthen *Ripple*
- Implement processes to collect feedback from key stakeholders and measure the impact of the program, including providing regular updates and reports to the CEO, as well as proactively developing possible solutions and ideas to respond to feedback shared

c) Managing Program Communications and Digital Assets to ensure high engagement of *Ripple* participants with the program, through clear, responsive and effective communication

- Be the key person of contact for *Ripple* participants to ensure they are supported, and that their queries are responded to in a timely manner
- Produce all communications materials for *Ripple* including emails, webpages, social media posts and other communications to participants, speakers and mentors, using platforms including Mailchimp, Canva, Softr and Airtable
- Maintain and develop key digital assets including the *Ripple* Portal and Opportunities Directory, which includes regularly researching and curating relevant opportunities to add to the Directory, to ensure it is up to date
- Create and design new web pages and resources on the *Ripple* Portal as needed, which may include creating and editing graphics and videos using simple graphic design and video editing software such as Canva and Descript

d) Research, design and develop new initiatives and programs within the Next Generation Leaders focus area to achieve the Fogarty Foundation's impact goals

- Working closely with the CEO, and the Programs and Communications Manager to research, ideate, design and develop new initiatives which create opportunities for young people to realise their full potential
- Conduct research to prepare proposals for new initiatives including desktop research, interviews to assess need and discussions with prospective collaborators and partners
- Deliver and lead new initiatives to an excellent standard

e) Foster a positive and enriching experience for UWA Fogarty Scholars throughout their Scholarship journey

- Deliver occasional events and opportunities for UWA Fogarty Scholars outside of the Ripple Program
- Maintain relationships and communications with Scholars, the Fogarty Scholars Association and UWA staff to ensure a positive and impactful experience for all Scholars

4. Relationships

Internal	<ul style="list-style-type: none"> • Working closely with the Chief Executive Officer and Programs and Communications Manager on strategy, program management, impact measurement, providing regular reports and updates • Lead and support a small team of casual program facilitators who support the mentoring component of the <i>Ripple</i> program
External	<p>Maintain solid and positive working relationships with:</p> <ul style="list-style-type: none"> • <i>Ripple</i> program participants and alumni • Senior business and community figures in relation to guest speaker opportunities and partnerships for <i>Ripple</i> • External suppliers such as photographers, caterers, IT support • UWA Fogarty Scholars, Fogarty Scholars Association and UWA staff involved in the Scholarship's administration • University representatives involved in program delivery • Other <i>Ripple</i> and Fogarty Foundation stakeholders as required • Prospective and current partners and collaborators of the Foundation

5. Required Skills

Ability to demonstrate strong proficiency in the following skills is paramount. We recognise that these skills may have been developed in a range of roles and prior work experiences.

This role could suit both early career or experienced candidates, depending on their ability to demonstrate strong proficiency in the skills outlined below, and depending on prior experience. As such, we encourage candidates from a diverse range of professional and educational backgrounds to apply for this role.

Effective Communication	<ul style="list-style-type: none"> • Confident facilitation and presentation skills, with the ability to engage diverse audiences and communicate ideas clearly and persuasively, in workshop and presentation settings • Strong stakeholder and relationship management, including the ability to build trust and maintain productive partnerships • Empathetic and effective relationship-building with program participants, fostering supportive and inclusive environments • Professionalism and interpersonal skills, representing the Foundation with integrity and warmth • Clear and compelling written communication, including reports, emails, webpages and promotional materials
Strong Project Management and Delivery	<ul style="list-style-type: none"> • Ability to lead projects from idea conception to project completion • Strong organisational and time management skills, with the ability to plan, prioritise and deliver multiple projects and events simultaneously • Attention to detail and follow-through, ensuring high-quality execution and continuous improvement • Ability to work independently and collaboratively, managing timelines and resources effectively
Enterprising and creative	<ul style="list-style-type: none"> • Passionate about generating new ideas, testing and validating concepts, and iterating quickly to improve outcomes • Creative problem-solving skills, with a willingness to explore unconventional approaches • Continuous improvement mindset, always seeking ways to enhance impact and effectiveness

Tech Literacy	<ul style="list-style-type: none"> • This is not a technical position, however, some technical proficiency is essential to success • Comfortable using digital tools and platforms (e.g. Microsoft Office, Canva, Web Design tools, event management tools) • Familiarity with web design is beneficial, though training can be provided for the right candidate • Ability to learn and adapt to new technologies that support program delivery and communication
Passion for developing young people	<ul style="list-style-type: none"> • Genuine enthusiasm for working with young leaders, supporting their growth and celebrating their achievements • Commitment to equity and opportunity, with a belief in the potential of all young people to lead and create change
Strong Self-Leadership	<ul style="list-style-type: none"> • Growth-oriented mindset, with a commitment to personal and professional development • Ability to deliver outcomes in a flexible and adaptive manner, responding to changing needs and opportunities • Resilience and initiative, with a proactive approach to challenges and opportunities

6. Work Environment and Benefits

Ideally, this role will commence the week of **September 8th, 2025**, however there is flexibility to delay start date if desired by the ideal candidate.

This is a full-time, permanent position.

This role will evolve overtime to include delivery of new initiatives within the *Next Generation Leaders* strategic focus area. As a new position, this role is open to being shaped and refined through your contribution and vision. As such, we're seeking a candidate who is excited to grow with the role and take a leading hand in shaping its future impact. The Fogarty Foundation was established to create opportunities for people to realise their potential, as such there are opportunities for professional development to support your career growth.

You will work primarily in-person from our office in King St, with events to attend at the University of Western Australia and other locations from time to time. Some working from home time can be negotiated with the ideal candidate as appropriate.

You will be provided with a work laptop.

8. Other

The **Program Coordinator** is required to hold:

- an up-to-date Police Clearance
- a valid Working with Children Check (if applicant does not have a WWCC this can be obtained with the support of the Fogarty Foundation)
- must have the right to work in Australia, we are unable to sponsor visa
- valid driver's license and vehicle is preferred however not essential

9. Application Process

Stage 1:

- Submit resume (1-2 pages maximum) highlighting relevant experiences
- Share a cover letter or creative presentation which clearly demonstrates 1) your competency in the Required Skills, and 2) why this role is the next step in your career. This an opportunity to demonstrate your skills, passion and potential to excel in this role, we encourage you to use creativity in your submission which can be in a form that you feel best demonstrates the points shared above (i.e. recorded Canva presentation, cover letter, or other media).

Stage 2:

- Shortlisted candidates will be invited to interview with the Fogarty Foundation team commencing the week of August 18th.