

CAREERS AT TRIPLE P INTERNATIONAL HEAD OFFICE (BRISBANE, AUSTRALIA)

JULY 2020

The Triple P – Positive Parenting Program is one of the world’s most effective parenting programs, designed to give parents the skills they need to raise confident, healthy children and teenagers and to strengthen family relationships. As part of our continued growth, we’re looking for the following:

PROGRAM MANAGER – PSYCHOLOGY FOCUS

- **Great career opportunity**
- **Indooroopilly location with onsite parking**
- **Flexible workplace and hours**
- **International company**

The Role

We have a rare opportunity to manage our Program, Implementation & Evidence Support Team. This newly created role reporting to the Head of Organisational Development will manage a small, experienced team to support Triple P teams globally on questions about Triple P’s evidence and research. Manage the development of proposals and tender submissions, and work with Triple P teams, program developers and researchers across the globe. The Program Manager role duties will include:

- Development of a comprehensive knowledge of the Triple P System and evidence base, and become the key point of contact for questions from internal teams
- Communicate complex ideas in a succinct way according to client needs (in documents and proposals)
- Engage and work closely with various subject matter experts and internal teams
- Fact check documents prepared by other teams
- Manage submissions and deadlines for proposals, tenders, and evidence base lists
- Manage team of 2-4 people and their workloads

The Person

To be considered for the role you must possess:

- Psychology degree (honours) and ideally post-graduate qualifications (registration as a psychologist not required)
- Experience writing tenders, grants, bids or proposals and translating technical content for a wider audience.
- Excellent communication skills, written and verbal
- Pro-active, highly organised and strong project management skills to meet deadlines
- Strengths in engaging, building and managing relationships with key internal stakeholders
- Strong attention to detail

Desirable skills

- 5 years of experience
- Team management skills
- Professional consulting experience or,
- Experience (either through research or work) in parenting and/or family support, mental health, public health, program implementation.
- Knowledge of, or experience Triple P

The Company and Benefits

Join our team to make a difference in families lives and work for an international, socially aware organisation, with potential to develop the role and your career. Triple P offer:

- Competitive salary and benefits
- Flexible working and hours
- Hours ideally full time but with flexibility for shorter hours or other arrangements considered.
- Some hours outside office hours with global office meetings but occasional.
- Onsite parking and great office environment
- Opportunity to contribute to the operations of a world-renowned social program

To Apply <https://au.indeed.com/job/program-manager-psychology-focus-9e5323ac12de31cd>
(MORE INFORMATION NEXT PAGE)



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TRAINING COORDINATOR – ADMIN ROLE

The Role

The Training Coordination team is responsible for ensuring the efficient delivery of training around the globe. The role, coordinates training, liaising with country offices to organise trainers and schedule online training, venues, and travel (when possible). Duties include:

- Provide information regarding training courses, dates and costs
- Liaise with country offices regarding requirements and procedures for training
- Schedule online training
- Problem solving technical online training questions
- Manage invoices
- Organise training details
- Maintain records of training clients and events
- Order and track training resources
- General administration duties
- Future duties may include travel and event booking

The Person

To be successful in this role you must possess the following skills and experience:

- Office administration experience
- Undergraduate degree – ideally in psychology
- Strong MS Office skills – including Word and Excel
- Familiarity with Zoom or relevant online platforms
- NetSuite database experience - desirable
- Excellent organisational skills
- Strong attention to detail
- Excellent communication skills both written and verbal
- Ability to work to deadlines
- Team player

To Apply <https://au.indeed.com/job/training-co-ordinator-fb12dc925afee549>
(MORE INFORMATION BELOW)

APPLICATIONS:

To apply for either of these roles, please send your CV and covering letter to recruitment@triplep.net or apply online [via Indeedjobs.com](https://au.indeed.com/job/training-co-ordinator-fb12dc925afee549) (or using the direct links given for each role). Please note, only shortlisted applicants will be contacted.

