



## Community Mobilization (Tutoring Programme) Manager

“The people who are crazy enough to think they can change the world, are the ones who do.”  
- Steve Jobs

Teach For Malaysia is an independent, not-for-profit organisation on a mission to empower our nation through education. We believe that a child’s education and future should not be determined by his or her circumstances in life. Thousands of students don’t have the chance to realise their potential because of many socioeconomic factors, like how much their parents earn or where they were born/live.

We recruit, train and support our country’s rising generation of leaders to teach in high-need schools across the nation, through our 2030 strategy consisting of 2 flagship programmes which is the Teach For Malaysia Fellowship and Program Duta Guru - our two-year leadership development programmes focused on growing leaders across the education system. We’ve impacted over 150,000 students and worked with the Ministry of Education and other corporate and social sector partners to collectively bring transformation to the education system. Beyond the Fellowship and Program Duta Guru, our growing network of Alumni, education champions and supporters are lifelong advocates for education and expanding opportunities for students, working as a movement to build an ecosystem of solutions at all levels of society - from the classroom to the boardroom.

As we celebrate TFM’s 10-years of existence and impact, we are looking for champions to join our team in this movement of change - people who share our vision, mission, and core values (Sense of Possibility, Excellence, Collaboration, and Integrity) - so that we are able to collectively work towards expanding our impact. Alignment to our vision, mission and values are integral to TFM’s culture, to ensure long-term, sustainable success and to realise our mission to:

**Build a movement of leaders in the education ecosystem to empower all children in Malaysia to realise their potential**

Our collaborative working environment opens up many opportunities for you to expand your network and lead your own learning, alongside other team members, Fellows and Alumni, corporate partners, the Ministry of Education, and other education stakeholders. Teach For Malaysia is also a partner in the Global Education Network, Teach For All.

While our compensation package is fair and competitive, we do not expect this to be your key reason for joining us. After all, we are not just offering you a job; we are looking for a like-minded future leader to grow with us and help us achieve our mission.

**Role:** Community Mobilization (Tutoring Programme), Manager  
**Start Date:** Immediate  
**Employment Type:** Full time, Fixed-term Contract (12 months)  
**Location:** Kuala Lumpur, Malaysia

### **OBJECTIVE OF THE ROLE**

The Community Mobilization (Tutoring) Manager plays a crucial role in Teach For Malaysia's scale strategy in mobilizing and managing a growing movement of leaders to tackle education inequity. The community mobilization pillar is a new pillar leveraging TFM's strengths in building partnerships and engaging communities through innovative new initiatives.

The Tutoring Programme is an initiative to support schools from B40 communities to address the impact of Covid-19 school closures on students' learning. Many students have lost significant amounts of instructional time and will require remedial instruction to get back on track as teachers alone may not have the capacity to provide individualized student support. To do this, we aim to recruit, onboard and support volunteer tutors to support student remediation. We aim to reach students from high need communities through remediation support to close learning gaps as a result of the pandemic.

### **MISSION FOR THE ROLE**

The mission of the Community Mobilization (Tutoring) Manager is to drive the Tutoring Programme as it is one of the initiatives that help grow a broader community of change oriented leaders working towards our 2030 goal of 30,000 leaders working collectively towards the TFM mission. The role requires working collaboratively with other Functions in the organization in order to have a clear understanding of the highlights and challenges in managing community leaders.

In line with TFM's Theory of Change, which is to build a movement of of leaders to tackle education inequity, this Community Mobilization pillar expands TFM's movement and network beyond our existing Fellows and teachers to build partnerships, synergies as well as a platform to empower the broader community to take action in tackling education inequity.

### **DUTIES AND RESPONSIBILITIES**

#### Project Management

- Create Project Plan and timeline for deliverables and key milestones
- Provide regular updates on milestones to relevant stakeholders (corporate funders, school principals, etc)
- Review the quality of the project deliverables in line with budget allocations

#### Community Management

- Communicate regularly with the Tutoring Programme's stakeholders and broader community to identify areas of interest and level of engagement with organization by developing technical resources, training opportunities, mentorship schemes, networking opportunities, etc
- Develop and manage a database and platform for community onboarding and management
- Develop strong alignment of culture and values to ensure the community feels a deep sense of connection to the programme and wider TFM opportunities

#### Stakeholder Engagement and Partnerships

- Engage a wide range of public and private sector stakeholders with the aims to form new partnerships that grow the size and engagement of the community
- Build or collaborate with other Functions within TFM leads to build, and manage strong external relationships with Ministry of Education, graduate schools, school districts, nonprofit organizations, and other opportunity providers in order to connect the community to opportunities to further their

commitment to our movement

#### Strategic Planning, Impact Tracking and Reporting

- Ability to grow and develop the Tutoring Programme to align with community mobilization strategy that is adaptable and relevant across various geographic and demographic contexts across Malaysia
- Have strong resource planning and mobilization skills to support the strategic priorities of the organization
- Refine impact measurement framework of the project to monitor and identify key issues or learnings to address
- Provide timely reports to update the stakeholders involved

#### **KEY MEASURES OF SUCCESS**

- **Community Growth.** Quarterly growth targets for community growth working towards the 2030 goal of 30,000 change oriented leaders committed to the mission
- **Community Engagement.** Number of community engagements and networking initiatives that work towards building a sense of belonging and collective ownership towards the mission
- **Community Retention.** Number of volunteers who will renew their contract for Tutoring Programme or any other initiatives within the organization
- **New Partnerships.** Number of new partnerships with mission aligned organizations to support community growth and engagement

#### **REQUIRED COMPETENCIES**

##### Years of experience & qualification

- At least 4 years of working experience, including relevant experience in community building and management, programme design, or in education related organizations
- Bachelor's Degree in Education or relevant fields

##### Role-Specific Competencies

- Strong relationship building and partnership development skills
- Strategic planning and execution by aligning on a clear vision of success, planning strategically and monitoring progress systematically
- Resourcefulness in managing limited resources in delivering on strategic goals

##### Leadership and Team Management

- Ability to be adaptable in an entrepreneurial, fast-paced, and dynamic environment
- Strong interpersonal skills and ability to work collaboratively with all levels of employees and stakeholders
- Able to think strategically, critically, innovatively, and in a resourceful manner
- Ability to manage a growing team of people to deliver results
- Good Project Management skills to oversee the delivery on key projects or initiatives

##### Language & Technical Proficiency

- Strong written and verbal skills and excellent proficiency in English and Bahasa Malaysia preferred
- Excellent proficiency Google Suites (Docs, Sheets, Slides)
- Willing and able to readily adopt and utilise any TFM database or technological platform / application (i.e. Autocrat, Mailmerge, Confluence, Salesforce, Zoom, Canva, etc.)

#### **Application**

To apply, please email the following to [careers@teachformalaysia.org](mailto:careers@teachformalaysia.org):

(a) Your latest CV (with 2 referees listed)

(b) Answers to the following questions (not more than 200 words per question)

1. Why does joining the Teach For Malaysia Community Mobilization (Tutoring Programme) team excite you?

2. What is your long term career goal? Please elaborate how joining the Teach For Malaysia team is a step towards achieving that.
3. Given the volatile, uncertain, challenging, ambiguous (VUCA) environment that we are currently operating in, there may be new challenges, uncertainties and fluidity expected in the work. Share an experience in which you were able to adapt to a VUCA environment. In your answer, please cover:
  - a. A brief explanation of the situation/environment you were in
  - b. How you adapted
  - c. What lessons you learned
4. What is your vision of a thriving nationwide community working towards tackling education inequity in Malaysia?