



Green School Bali is a progressive, dynamic PreK-12 school located in Bali's lush jungle with a wall-less campus. We are a community of learners with a passion for making our world sustainable, and our holistic, student-guided approach inspires and empowers us to be changemakers.

Our living curriculum educates for sustainability through community-integrated, entrepreneurial learning, in a natural environment. We strive to champion a new model of education that nurtures the whole child, giving them agency in their own lives and learning, so they can thrive with purpose in our ever-changing world.

Innovation HUB Manager

Role Description

Innovation Hub (iHub) provides spaces, facilities, and experts for the students and community to nurture new ideas and develop Green School's skills through hands-on projects development. We strive to enable problem-solving where student's ideas are incubated, tested, validated, refined, and finally brought to life under the guidance and support from the staff and community. With various facilities and expert's backgrounds, iHub aims to be a springboard for ideas and innovations that could be brought to the world by our future green leaders.

The iHub manager will lead the operation of the iHub, keep the communication flow, and ensure that iHub is accommodating the students and community needs at Green School Bali. The Innovation Center Manager is in charge of the day-to-day organization of the iHUB for the WorkShop, Project Centre, Kembali Education (Inside the I Hub building), and the Bio Lab. This includes orientation and supervision of iHUB staff (and interns) by delegating specific responsibilities, collaborating on classroom management and daily schedules, and by providing ongoing feedback.



Key Responsibilities

1. Creating a vision for the Innovation Centre that integrates the centre into the annual learning program across all Neighbourhoods.
2. Supporting and managing the team in the Innovation Centre, including team communications, job descriptions, development, feedback and approving leave, etc. As well as managing any recruitment actions into the future.
3. Managing and being responsible for the Innovation Centre budget in consultation with the Head of Teaching and Learning and Finance Team.
4. Leading/delegating all planning meetings (as well as ongoing email communication) with iHUB staff consulting on arrangement of iHUB space and materials, demonstrations and mini-lessons, iHUB safety procedures, and correct maintenance of equipment.
5. Communicating progress and accomplishments to the Head of Teaching and Learning, the Board of Learners, funders, stakeholders, and members of the community

6. Building partnerships with other like-minded, local organizations, establishing relationships with funders and community leaders, inside and outside GSB, including potential 'entrepreneurs in residence'.
7. Documenting the iHub learning programs in the annual report (to be shared with the community).
8. Maintaining a clean/organized learning environment for students and the community.
9. Assuring that student health and safety are maintained through proper supervision at all times, including transitions and bathroom breaks.
10. Maintaining GSB and iHUB health and safety protocols, including emergency procedures and food safety policies; reviewing all student health notes regarding allergies, special medical needs, etc., observing GSB's confidentiality policy.
11. Implementing safe and effective classroom management routines
12. Reviewing the iHUB staff training materials to become familiar with policies, procedures, and expectations for staff.
13. Completing a monthly stock-take of all iHUB equipment (which is sent to the Principal).
14. Identify potential revenue-generating activities eg, after school activities, thrift shop, tour, workshop, etc.

Is This You?

1. Love to work with kids and adults.
2. Passionate about education, sustainability, and technologies.
3. Have good leadership and management skills. Able to lead multidisciplinary teams and diverse educational backgrounds.
4. Have good communication skills both in Bahasa and English. You will be the main communication point for internal and external iHub.
5. Able to initiate, plan, execute, supervise, and evaluate budgets and programs.
6. Ability to analyze processes and information, identify problems and trends, and develop effective solutions and strategies.
7. A bachelor/master's degree in engineering and technology will be preferred.
8. Minimum 3 years work experience (or 2 years in managerial/project management field)

How to Apply

To be considered for this position, it's really important to demonstrate that you are the right fit for the role. Follow these steps to apply:

1. Read and review the 'Joining the Green School Bali Team 2021' document (available on the Green School Bali website). This sets out important information on what it means to be a Green School educator - the requirements, opportunities and expectations as part of an exceptional team of teaching professionals.
2. Write a cover letter that briefly addresses each of the points in the Position Criteria. This includes sharing actual examples of your claims against each point.
3. Add to your cover letter statements that confirm that you meet each and every one of the dot-pointed 'Other Requirements'.
4. Create your 'Big Idea' video. This should be no more than two minutes that reveals to us the one thing you think must change in education, why and what you have done to move this forward.
5. Send your cover letter + your CV + your 'Big Idea' video to joinourteam@greenschool.org before 31st June 2021.
6. Please state clearly in the email subject line: "For Position of Innovation HUB Manager".

All qualified candidates are encouraged to apply; Green School Bali respects and encourages diversity and is an equal opportunity working environment. We are a Child Protection School and conduct rigorous background checks before hiring any individual. All positions of employment are dependent on comprehensive criminal and professional background checks. Information on salary packages can be provided on application.

Thank you for your interest in Green School Bali.

If you have any questions, please email joinourteam@greenschool.org

