



## About the Organisation

Edvolution is a social enterprise that works closely with the Ministry of Education and corporate partners to transform the education landscape through data-driven solutions. Our mission is to mobilise transformative leaders, competent educators and effective community builders to bring about lasting improvement to Malaysia's education system.

Our solutions include customised leadership programmes, curriculum development, teacher training and community empowerment. We integrate business leadership and management principles into our key activities to drive innovation and improvement in the education landscape. As a social enterprise, we also work with corporate clients, and reinvest our profits into community projects to benefit students, parents, and teachers.

Since 2017, we have provided training to 130 education officers, who in turn have mentored over 560 school leaders and 1,400 teachers in 140 schools nationwide, to impact roughly 42,000 students. As a diverse team of passionate changemakers, we are always looking for growth-oriented, purpose-driven individuals to join our team — to grow and lead change within society whether in small or big ways!

## Our Core Values

- **Collaboration** — We build effective, professional relationships within and across sectors.
- **Humility** — We demonstrate integrity, respect and a strong team spirit in our work.
- **Empowerment** — We create opportunities to empower others to reach their best potential.
- **Excellence** — We envision and strive for ambitious change in the systems and communities we engage.
- **Resilience** — We adapt to change and stay informed of the latest findings and methods for education.

**Role:** Leadership Coach  
**Start Date:** Immediate  
**Employment Type:** Consultant, Hourly-paid basis with 1 year contract (renewable)  
**Location:** Remote

Edvolution Enterprise is seeking a dedicated and skilled **Leadership Coach** who is passionate about our mission to join our **Educators Leadership Development** team. Your role will give you a unique opportunity to make a positive impact on systemic leaders, educators and students across Malaysia.

You will be focusing on the leadership development of officers from the district education office (Pejabat Pendidikan Daerah or PPD) for 1 year. You will support a group of PPD officers to be better leadership coaches, and increase the impact of educators under their care. Your role is key to ensure officers reflect on their own development as leaders in alignment with the overall objectives of the programme in coaching and mentoring, facilitating a problem-solving initiative as well as data-based decision-making.

You will be working with the Programme Manager and Leadership Development team to deliver leadership coaching and training in small groups. As a Leadership Coach, you will build an environment of trust and connectedness with the PPD officers throughout the year.

You will be working remotely about 25 hours per month while collaborating with the programme team based in Kuala Lumpur and Penang. There will be occasional work on weekends or after hours for training programmes or to meet urgent deadlines. You will be paid on an hourly basis based on the deliverables completed.

## Responsibilities

### 1) Leadership coaching

- Managing a group of district-level education officers within the assigned groups.
- Coaching officers to develop leadership skills in: coaching and mentoring, and data-based decision-making.
- Conduct monthly group coaching and individual check-ins with officers.
- Coaching officers in guiding their teachers to develop a STEM project, action research or suitable initiative based on the objective determined.
- Continuously developing your own coaching skills and knowledge.

### 2) Programme delivery

- Working together with the Leadership Development team to deliver Edvolution's leadership programme through monthly Masterclasses.
- Collaborate to shape the direction of workshops on best practices and for ongoing professional development
- Collaborate and share best practices within and across the programme team.
- Prepare education officers and conduct rehearsals ahead of the Mini Pitching and Conference pitching sessions.
- Assist in the smooth running of the Mini Pitching and Conference pitching, such as recruiting and briefing juries and volunteers, and attend to logistical needs for the sessions.

### **3) Course support, tracking and reporting**

- Capturing PPD officers' development consistently.
- Establishing and maintaining positive relationships with the PPD officers.
- Follow-up and follow through with a support plan for officers at-risk.
- Produce monthly progress reports and timesheets promptly.

## **Requirements**

### **1) Knowledge and Skills**

- 3 to 5 years of working experience in training, coaching or education fields.
- Prior experience in working with the Malaysian public school system is an advantage.
- Academic background in Education, Psychology, Management or a minimum Bachelor's degree in any field.
- Certified or proficient in coaching leaders for personal and professional development.
- Strong understanding of the Malaysian education system and syllabus.
- Have a high interest in and passion for education.
- Fluent in English and Malay – verbal and written.
- Proficient in using Microsoft Excel, Microsoft PowerPoint, Google Sheet, and Google Slides, and other digital tools for education.

### **2) Ethically and Quality Driven**

- Excellent organisational skills and ability to handle multiple tasks.
- Highly motivated, driven and empathetic.
- Able to see the big picture of the impact of what you do, and cultivate strong attention to detail to deliver results.
- KPI or impact driven.
- Data-oriented.

### **3) Leading and Supporting Teams**

- Ability to establish and manage a group of officers towards achieving collective and personal goals.
- Excellent reasoning, problem-solving and process-based thinking skills.
- Able to identify support and training needs.
- Ability to personalise support, collaborating with relevant stakeholders.
- Demonstrate emotional intelligence, trust, effective relationship-building and teamwork.
- Clear, confident, and emotionally engaging communication.

### **4) Respectful and Collaborative**

- Ability to work in a team environment, but also work independently in a proactive, self-directed fashion when needed.
- Not ashamed to seek help and provide help to team members when needed.

## 5) Learning Oriented

- A fast learner with high initiative to learn from all internal departments / experts with minimal guidance.
- Resourceful to identify solutions to problems independently.
- Self-motivated and proactive in staying updated with industry trends and LMS advancements.
- Display high initiative to learn to deepen understanding of the work.
- Resilient to meet the expectations / intended outcome of the project.
- Welcomes feedback and translates it into action.

## Revolutionise education with us!

1. Please complete the application form at <https://surveymonkey.com/r/EEApplication>.
2. Once you have completed the form, send an email to [careers@myedvolution.com](mailto:careers@myedvolution.com) to inform the recruitment team.