



Candidate Information

Scholarships Program Officer

May 2019

● Investing in Potential ● Inspiring Excellence ● Transforming Lives

The Opportunity

- ⦿ Use your administrative skills to make a difference
- ⦿ Varied role with plenty of people contact
- ⦿ Redfern/Alexandria location, close to public transport

At Aurora, our goal is for every Indigenous student to access the right educational opportunities so they realise their academic potential. For some, that's completing Year 12 and for others, that's a PhD from Harvard. We're aiming to shift the paradigm about what is possible for Aboriginal and Torres Strait Islander Australians; starting with students in Year 8 with our high school program, all the way through to post-graduate studies at international universities with our scholarships program. We invest in potential to inspire excellence and transform lives.

In this role, you will provide active, day-to-day support for our Scholarships Coordinator, working on a variety of administrative and operational tasks. Your work will span stakeholder liaison, data management, documentation, event management, amongst other activities.

This role will you if you:

- Have solid in administrative.
- Have a natural can-do approach to work.
- Enjoy working collaboratively within a small team.
- Can comfortably manage the variety this role offers, balancing different activities, and handling interruptions and competing priorities with ease.
- Are highly confident with technology (Advanced Excel a must).

We offer a values-driven, team environment, where we are each committed to the purpose of our organisation. You will be well-supported, starting with our orientation program and beyond, and will benefit from our collegiate approach to our work. In addition to a competitive salary, you will have immediate access to salary packaging benefits.

**Aboriginal and/or Torres Strait Islander candidates
are strongly encouraged to apply for this role**

How to Apply

Send a covering **letter** outlining your interest in the role and salary expectations as well as your **resume** to Richard Craze at First People's Recruitment Solutions:

E richard@fprs.com.au **M** 0418 774 623 **W** www.fprs.com.au



Our Scholarships Program

Nine years ago, there had never been an Indigenous Australian studying at Oxford or Cambridge, consistently two of the five universities in the world. Today, 43 Indigenous postgraduates have been accepted to these two universities, and so far, 28 out of 28 have graduated. These high-achieving scholars are the role models for the next generation.

Our Scholarship Program, Executive Education Bursaries and Study Tour have opened up pathways to international academic excellence for Indigenous students. The programs complement each other – the Study Tour to universities in the UK and the US nurtures aspirations and demonstrates what is possible. The Charlie Perkins and Roberta Sykes Scholarships and the Roberta Sykes Bursaries (which we administer) make overseas study a reality.

Though our programs, we support a steady stream of Indigenous scholars overseas. This will not solve all the issues; however, it will create a network of highly educated, academically successful Indigenous Australians as role models and champions, kindling ambition and raising expectations at all levels.

What Our Scholars Say

Jessica Buck, 2014 Charlie Perkins Scholar

completed a MSc in Neuroscience in 2015 and has just completed a DPhil in Oncology at Green Templeton College, Oxford. In 2019, she was named Young Australian Achiever of the Year in the UK. In her acceptance speech, she said *Our mob are doing great things in mathematics, in medicine, in the arts, and in the sciences. We are setting a path for the next generation of young Australians to follow.*

Chloe Ford, 2017 Study Tour participant

Every step we take makes the staircase a little easier to climb for the next person. We are climbing the steps that have been laid by the people that came before us, and it is up to us to lay the next steps for the people that will come after us.

Our 2018 Study Tour Participants



Role Statement

Role:	Scholarships Program Officer
Reports to:	Scholarships / Trusts Coordinator
Employment Status:	Permanent (subject to funding), full-time (38 hours per week)
Location:	Alexandria, Sydney

Position Purpose

As part of a small team, this role assists in the smooth running of the Scholarships Program and Trusts administration by providing day-to-day operational support.

Success measures in this role include:

- Timeliness and accuracy of task completion.
 - Efficiency of administrative processes.
 - Contribution to team dynamics.
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Responsibilities & Key Activities

Scholarships & Internships Support

- Assist the Coordinator in the administration of international and national scholarship applications including:
 - Circulating application materials
 - Coordinating interview times
 - Making travel arrangements for applicants and panel members
 - Maintaining application records.
- Respond to enquiries about scholarships.
- Liaise with potential and current scholarship applicants.
- Assist with providing support to scholars, reporting requirements and processing stipend payments.
- Provide assistance with scholarship documentation such as offer letters and agreement.
- Assist the Coordinator with internship administration including promotion, travel and accommodation, stipends and reporting requirements.

International Study Tour

- Assist the Trusts Coordinator in the application and selection process of Study Tour participants.
- Provide support for all aspects of the Study Tour: logistics, participants briefing and stakeholder liaison (such as domestic and international universities and funders).
- Contribute to the development of pre-departure events and workshops for Study Tour participants.
- Manage the compilation of Study Tour participant reports and evaluations.

Promotional Activities

- Assist the Coordinator in the creation of publications for the scholarship trusts, including: newsletters; flyers; posters; handbooks, website content and other material.
- Assist with event management for the International Study Tour VIP events, overseas conferences and forums.
- Help with the promotion of scholarship application process (including Charlie Perkins Scholarships, Roberta Sykes Scholarships, fellowships and bursaries) and the International Study Tour.

Administrative Support

- Provide administrative support for the Charlie Perkins Trust and the Roberta Sykes Trust board meetings (such as drafting agendas and minutes, scheduling meetings).
- Manage the filing of all *scholarships* emails in Outlook.
- Manage all travel requirements for Trustees to attend relevant events (flights, accommodation, cab charges).
- Maintain accuracy of records including donors and stakeholder lists, and the scholars database (including information on the CRM).
- Respond to telephone and email enquiries from stakeholders.

Child Safety

- Comply with the National Child Safety, Code of Conduct and Procedure.
- Provide a welcoming and safe environment for children and young people.
- Promote the safety and wellbeing of children and young people associated with the program.
- Interact with children and young people in ways which are positive and safe.
- Provide adequate care and supervision of children and young people associated with the program.
- Act as a positive role model for children and young people.
- Report to the National Program Manager or other appropriate person any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people.

Organisational Contribution

- Work collaboratively with team members to contribute broadly to the achievement of Aurora objectives.
- Participate in organisational and team planning initiatives.
- Contribute to the smooth running of the office by undertaking general administrative duties, as requested.
- Provide regular reporting as required.
- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and Aurora's policies and procedures.
- Undertake other responsibilities and duties within the scope of this role, as directed.

Selection Criteria

Essential

- Aboriginal and / or Torres Strait Islander candidates are strongly encouraged to apply.
- Solid experience at an administrative level.
- A strong eye for detail and task orientation.
- An aptitude to work towards multiple deadlines with a calm and measured manner.
- Excellent written and verbal communication skills.
- A hands-on, collaborative and helpful approach to teamwork.
- Ability to balance taking direction and exercising initiative.
- Confident IT skills including Advanced Excel, Intermediate Word with experience with CRMs and Power BI highly regarded.
- Cultural competence or willingness to acquire, and an interest in Indigenous affairs.

Other Requirements

- Willingness to obtain a Working With Children Check.
- Satisfactory national police check.

Our organisation is committed to child safety. We have zero tolerance of child abuse. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children, police records and reference checks (as we see fit) to ensure that we are recruiting the right people.

Working With Us

Our five key reasons to join our team are:



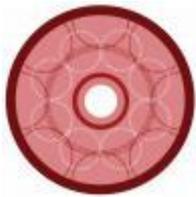
You'll make a difference

Be part of our positive change to create a society where Aboriginal & Torres Strait Islander people have the same educational opportunities as all Australians. We know that our programs have a systemic impact.



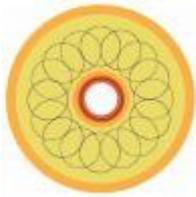
You'll learn

We are constantly striving for excellence, looking at the latest research and punching above our weight. This means we are all learning and growing.



We stand out

Our programs have been described by independent evaluators as unique and our results incredible. We have the courage to look at issues from alternative perspectives and tackle them differently.



We're dynamic

We work hard yet our work environment is relaxed, friendly and supportive. We are all here for the same reason and work together to achieve outcomes for our stakeholders. We all enjoy our regular staff development meetings, celebrations of key events and our Wednesday updates.



We live our values

Our work is guided by our values: **respect** allows to **collaborate** meaningfully and authentically which leads us to be **accountable** for what we do which in turn enables us to make an **impact**.

About Aurora

Our Vision

A future where there is no education gap and where the next generation of Aboriginal and Torres Strait Islander Australians will achieve equitable participation at the highest level – in the professions, in boardrooms and across government.

Our Aspiration

Through our interconnected programs, we aim to engage with over 50,000 Indigenous people across Australia over the next five years. We want to inspire every student, connect them with educational opportunities that reach their best potential and guide them along the way. In doing this, we will continue the shift in conversation to one of proud, smart, ambitious Indigenous students with limitless potential and options for achievement and leadership in the workforce and community.

Our Values

Respect allows us to **collaborate** meaningfully and authentically, which leads us to be **accountable** for what we do, and in turn, enables us to make an **impact**.

	<p>Respect</p> <ul style="list-style-type: none"> • We respect Aboriginal and Torres Strait Islander people as the custodians of the land on which we work. • We treat each other and our stakeholders with dignity and respect at all times. • We develop culturally safe spaces and foster awareness and acceptance of culture, identity and beliefs.
	<p>Collaboration</p> <ul style="list-style-type: none"> • We welcome feedback and adapt our practices and approaches when needed. • We understand that that success can't be achieved in isolation. • We participate equally and cooperatively in partnerships with community and stakeholders. • We share information, knowledge and skills across the organisation.
	<p>Accountability</p> <ul style="list-style-type: none"> • We deliver what we commit to. • We pursue excellence in everything we do. • We take responsibility for our actions. • We are responsive and transparent in the way we work.
	<p>Impact</p> <ul style="list-style-type: none"> • We aim to have a positive impact. • We innovate to achieve results. • We look to effect change in perceptions, outcomes and opportunities. • We believe in empowering ourselves and others to realise our full potential.



Our Programs

Aurora’s programs provide Indigenous students with intensive, ongoing and tailored support through each stage of their educational journeys, from high school through to postgraduate studies. We currently operate in NSW and Western Australia and our Internship Program supports Host organisations nation-wide. Here’s a snapshot what we do:

Aurora’s Programs



Our **High School Program**, The Aspiration Initiative, provides intensive academic support over a 6 year period to Indigenous high school students and builds their confidence, resilience and aspirations.



Aurora’s **Indigenous Scholarships Portal** is an innovative technology solution that simplifies the process of applying for scholarships to allow more Indigenous students to access financial support and complete their degrees.



Internship Program facilitates funded internships for Indigenous university students and graduates at Indigenous-sector organisations, and builds vital career exposure and pathways.



Aurora’s annual **International University Study Tour** takes high-performing Indigenous students and graduates to visit some of the world’s leading universities in the UK and US, fostering their aspirations and capacity to apply for postgraduate studies to these institutions.



International Postgraduate Scholarship program supports talented Indigenous scholars to aspire to, apply for and successfully complete postgraduate studies at world-leading universities. Scholarships are awarded through the Charlie Perkins Scholarship Trust and the Roberta Sykes Indigenous Education Foundation and delivered by Aurora.



Academic Outreach Program connects outstanding Indigenous scholars from Aurora’s network with high school students in schools and communities.

Our Organisational Chart

