

## Role Statement

Role:	Pathways Manager
Reports to:	Deputy CEO
Location:	Perth, Western Australia or Sydney, New South Wales
Employment Status:	Full Time
Probationary Period:	Six months

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## Position Purpose

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This role is accountable to the Deputy CEO and is responsible for ensuring the delivery, development and successful outcomes of the Pathways Programs team. The focus will be on the delivery of the scholarships portal, study tour, scholarships, bursaries, internships, mid-career opportunities, host and partner organisations as well as partnerships.

Success measures in this role include:

- Delivery of program outcomes in accordance with funding requirements
  - Efficiency and effectiveness of administrative processes across all programs
  - Accessibility and currency of records related to the Trusts and Trusts' activities
  - Performance of direct reports
  - Internal and external stakeholder feedback
  - Contribution to team dynamics
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## Responsibilities & Key Activities

### Stakeholder Engagement and Strategic Partnerships

- Act as a central point of contact for the Pathways team for internal and external stakeholders.
- Attend relevant external stakeholder events to promote or raise awareness of Aurora and the pathways team.
- Support funding activities and relationships when required.
- Work with Aurora's program leads and Development team to coordinate external stakeholder engagement initiatives.
- Delivery Aurora's partnership strategy in consultation with the DCEO and Development team.
- Liaise with current and potential partners to grow awareness of Aurora's initiatives, develop an understanding of shared priorities, and identify opportunities for partnership.
- Identify additional opportunities for support financial and non-financial support.
- Provide regular stakeholder engagement updates to the DCEO, Development team and program leads.

- When required, contribute to reports and funding proposals via writing submissions and / or stakeholder meetings.

## Administrative Support for the Trusts

- Oversee the drafting of documents for the running of the Trusts such as meeting agendas, minutes and reports as required by the DCEO.
- Oversee the maintenance of accurate records and spreadsheets on behalf of the Trusts for all financial and tax-related matters and, instruct the accounts team to raise invoices and process payments as required.
- Assist the DCEO with funding proposals and reports to donors.
- Liaise with the DCEO and other Trustees to set up regular board meetings, and work with the DCEO to prepare for such meetings, including preparing reports, resources and other material, as required.
- Maintain the accuracy and currency of donors' and stakeholders' lists, and scholars' database for the Trusts.

## Promotional Activities – Study Tour

- Assist the DCEO in the creation of all promotional publications for the Study Tour, including newsletters, flyers and posters, handbooks, website content and other material as required.
- Work with the DCEO and other Aurora staff on major projects and events relating to the Study Tour, such as fundraising events, including VIP events, overseas conferences and forums.
- In consultation with the DCEO, arrange promotional activities about the application process for Study Tour.
- Oversee the response to all enquiries regarding the Study Tour.

## Study Tour

- Coordinate the application and selection processes for Aurora Scholars for the Study Tour.
- Manage all aspects of the Study Tour, including logistics; briefing the Aurora Scholars; liaison with Australian and overseas stakeholders (including, universities and funders); and the selection and briefing of Indigenous mentors.
- Participate in the development of pre-departure events and workshops for the Aurora Scholars.
- Oversee the collection and compilation of Scholar evaluations and reflections of the Study Tour.
- Oversee the development of annual budgets for the Study Tour, and monitor and report against these.
- Support with follow up with Aurora Scholars in relation to their applications to overseas universities following the Study Tour.

## Scholarships & Bursaries

- Manage processes for scholarship applications (international and domestic).
- Oversee the administration of the scholarship application processes including application materials, interview logistics, travel arrangements and records management.
- Oversee the response to scholarship enquiries and liaise with potential applicants of the scholarships.
- Complete and dispatch correspondence to scholars such as offer letters, agreements and waivers.
- Oversee the arrangement of overseas visit for successful candidates for scholarships to Oxford and Cambridge in April or May of each year to choose colleges, and, where appropriate, universities.
- Oversee support for international scholars such as travel arrangements, visas and well-being checks.
  - Develop annual budgets for scholarships and bursaries, and monitor and report against these.
- Monitor reporting requirements of scholarship recipients.
- Monitor financial payments to scholarship recipients.

## Portal Strategy & Operations

- Develop, implement and maintain culturally appropriate strategy and processes for all Portal operations.
- Develop annual budgets for the Portal, and monitor and report against these.

- Collaborate with internal stakeholders to ensure mutually strengthening activities and assure consistency with Aurora processes.
- Report regularly against the Portal strategy.
- Maintain awareness of emerging issues to ensure a positive user experience of the Portal.
- Maintain awareness of emerging issues in Indigenous employment, the tertiary and VET education sectors to assess the viability of potential target audiences.

## Internships and mid-career opportunities

- Assist with preparation and distribution of documents to interns, mid-career and other program stakeholders.
- Facilitate opportunities throughout the Pathways team.
- Facilitate logistics, induction and processes for Pathways team.

## Leadership

- Foster a values-aligned team culture focused to deliver program outcomes.
- Provide day-to-day guidance, and support to the teams, in alignment with pathways objectives.
- Drive engagement between the teams and the broader organisation including active participation in activities such as team meetings and planning initiatives.
- Maintain strong contact with other teams to generate team cohesion.

## Cultural Safety

- Comply with cultural safety principles about overcoming the cultural power imbalances of places, people and policies to contribute to improvements in Aboriginal and Torres Strait Islander education. This includes:
  - Continuously growing and applying understandings of Aboriginal and Torres Strait Islander cultures;
  - Actively reflecting critically on the potential for one's own unconscious bias;
  - Continuously supporting reform (internally and externally) to ensure procedures, process and program practices are culturally safe.

## Child Safety / Working with Vulnerable People

- 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.
- When required, 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 an appropriate person any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people.

## Organisational Participation

- 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.