

Role Statement

Role:	Pathways Facilitator (West)
Reports to:	Pathways Leader (Interns, Mentors, Mid-career)
Location:	Perth, Western Australia
Employment Status:	Full Time
Probationary Period:	Six months

Position Purpose

This role is accountable to the Pathways Leader and is responsible for ensuring the delivery, development and successful outcomes of the Pathways Programs team. The focus will be on interns, mid-career, host and partner organisations.

Success measures in the role include:

- Program growth in the region.
 - Increased engagement and participation in program activities.
 - External stakeholder feedback.
 - Adherence to Aurora policy, systems and processes.
 - Contribution to team dynamics.
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Responsibilities & Key Activities

Stakeholder Engagement

- 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 in WA when required.

Pathways

- 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.