

Role Statement

Role: Pathways Facilitator

Reports to: Pathways Leader (Scholarships, Study Tour, Portal)

Location: Alexandria, New South Wales and/or Perth, Western Australia

Employment Status: Full Time

Probationary Period: Six months

Position Purpose

This role is accountable to the Pathways Leader with the purpose of providing managerial support and guidance to the Pathways Facilitator and is responsible for ensuring the delivery, development and successful outcomes of the Pathways Programs team.

The focus will be on scholarships, study tour, portal 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.

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 for marketing Aurora's brand and programs, in particular Pathways.
- Relationship management across both internal and external stakeholders.
- Management and upkeep of stakeholders in Aurora's database.

Program Support

- Provide day-to-day operational and high-level administrative support to the Program and guidance to the Pathways Facilitator
- Support Pathways team in the recruitment, selection, and candidate placement process within the Program.

Pathways

- Preparation and distribution of documents to scholarships, study tour, portal and other program stakeholders.
- Follow up on leads and opportunities throughout the pathways team
- Facilitate logistics, induction, and processes for pathways team

Scholarships Support

Assist the Pathways Leader in the administration of international and national scholarships and scholarship applications including:

- Management of administrative documentation for the scholarship application process (including applications, interviews and offer letter distribution).
- Reviewing and approving administrative
- Organising travel and accommodation arrangements for applicants and panel members
- Maintaining applicant records on Aurora's CRM database.
- Timely Response to enquiries about scholarships
- Relationship management for existing and prospective scholars.
- Providing support to scholars, reporting requirements and assist with processing stipend payments.
- Provide assistance directly to the applicants with scholarship documentation such as offer letters and agreement.
- Administrative duties including managing promotion of content, travel and accommodation, reporting requirements and assist the Pathways Leader with stipends.
- Updating of the Scholarship Portal including general administration, updating scholarship information and assessing viability of scholarships to be featured on the portal.
- Administration and maintenance of the Charlie Perkins and Roberta Sykes website.

International Study Tour

- Assist the Pathways Leader 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.

Leadership

- Foster a values-aligned team culture focused to deliver program outcomes.
- Provide day-to-day support to all 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.
- Effectively collaborate with other teams to generate team cohesion.
- Efficiency and ongoing streamlining of administrative and operational processes.

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 organizational 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.