

Role Statement

Role:	RISE Program Facilitator
Reports to:	RISE Leader
Employment status:	Full time
Location:	Sydney

Position Purpose

This role has accountability for establishing and maintaining high levels of engagement with program stakeholders, in particular, students, their families, and school contacts. The role supports students and their families to build capacity to navigate the education system. The role also plays a key role during High School Program RISE engagement days by continuing to build on the strong relationships with students.

RISE will redefine Indigenous success in education and help shape the future of Australia's education system. It will generate unprecedented evidence about what works in Indigenous education through the delivery and evaluation of programs that enable Aboriginal and Torres Strait Islander high school students to define and pursue their version of success.

While there is a research aspect to RISE, at its core the initiative is about supporting and encouraging Aboriginal and Torres Strait School students to define and pursue their version of success through practical academic, cultural and wellbeing support.

Success measures in this role include:

- Level of student, family and school engagement and participation in program activities.
- Students engaged in tutoring (100%)
- Frequency of touch points with stakeholders
- Stakeholder feedback
- Contribution to team dynamics and performance
- Alignment with Aurora values

Responsibilities & Key Activities

Community Engagement

- Establish and maintain relationships with program stakeholders including students, their families and schools, particularly in relation to academic supports and participation in engagement days.
- Support delivery of a range of engagement days and online activities to build rapport and engagement with RISE High School Program participants, families, schools and other relevant stakeholders.
- Create and implement an annual schedule of stakeholder touch points such as face-to-face meetings, telephone contact, and email.
- Monitor and report on effectiveness of engagement activities and make recommendations for improvements, where necessary.
- Record all stakeholder contact in Dynamics (CRM).

Student Selection

- Where required, attend meetings with schools or deliver presentations to promote the program and engage their support.
- Implement student selection processes, evaluate applications and make recommendations for selection.
- Facilitate the completion of sign-on documentation.

Student Support

- Facilitate the collection of student information and data including school reports, NAPLAN results, wellbeing information and family status and record on the relevant databases.
- Work with individual students, families and schools to understand academic and education support requirements.
- Arrange for the purchase of key academic tools, equipment, resources and tutoring in line with approved Academic Support Plans.
- Manage academic support spending for student cohorts in line with annual budget.
- Refer students to additional support services as needed.
- Identify students at risk of disengagement with the program and consult relevant team members to remedy.

Engagement days and online activities

- Participate in the design and organisation of engagement days and activities up to eight times per year
- Provide hands-on assistance with the organisation / logistics of each event, as required.
- Support RISE Leader during engagement days and online activities, working to manage the environment, support the students and facilitate activities.
- Participate in post-activity evaluations and contribute to continuous improvement.

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 project practices are culturally safe.

Child Safety / Working with Vulnerable People

- Comply with Aurora's child safety policy, code of conduct and procedures
- Maintain confidentiality around data and information relating to the children and young people participating in our programs.
- Provide an environment where all children and young people are valued and feel safe
- Support a trauma-informed approach to the delivery of RISE
- Ensure children, young people and their families know their rights and how to access the complaints procedures available to them
- Provide adequate care and supervision of children and young people in your charge.
- Maintain positive and safe interactions with children and young people.
- Act as a positive role model for children and young people.
- Report any child safety concerns, allegations or disclosures

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.

Selection Criteria

- To be an Aboriginal and/or Torres Strait Islander person
- A demonstrated understanding of Indigenous lived experiences, cultures and organisations
- Experience in program delivery, including running activities with young people that focus on goal setting and future thinking
- Communication and engagement skills, particularly with Indigenous families and communities
- Strong administrative skills, including data entry and email writing
- Experience working with a diverse range of internal and external stakeholders
- Familiar with IT and CRM systems, including experience working with MS 365, SharePoint and Dynamics preferred

Other Requirements

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