

ROLE DESCRIPTION

Role: Pathways Facilitator – Scholarships and Portal

Similar roles: Program Officer/Facilitator, Student Engagement Officer

Line Manager: Pathways Leader – Scholarships and Portal

Team: Pathways

Number of reports: N/A

Employment status options: Full-time

Location options: Hybrid, Gadigal Country (Sydney Office) or Whadjuk Noongar Country (Perth office)

Indigenous Identified: Flexible, Aboriginal and Torres Strait Islander peoples are strongly encouraged to apply

What is my main purpose in this role?

- Your primary role is to support the delivery of international and domestic scholarships, and maintain the online scholarships Portal. You will be working alongside the Pathways Leader to administer the scholarships and provide on-going support to Aurora's Indigenous scholarship recipients. You will be responsible for ensuring the online Portal's scholarship listings are up to date.

What does success look like in this role?

- Delivery of program outcomes in accordance with Aurora Strategic Plan
- Increased engagement and participation in program activities.
- Efficiency and effectiveness of administrative processes
- Internal and external stakeholder feedback
- Adherence to Aurora policy, systems and processes.
- Contribution to team dynamics and performance

What are my key responsibilities?

- **Program Promotion**
 - Support the delivery of promotional strategies with the goal of attracting high quality applicants.
 - Support with engaging students, universities and professional bodies.
 - Support with maintaining records of all potential applicants.
 - Effectively communicate Aurora's vision and Program opportunities to potential applicants
 - Represent Aurora at career fairs and information sessions when required (including regional and interstate travel)
 - Respond to enquiries by phone and email from prospective applicants, keeping appropriate records.

- Support with updating and maintaining information on scholarship websites.
- **Pathways Support**
 - Provide day-to-day operational and high-level administrative support to the Program/s.
 - Act as a key contact point for Indigenous students and professionals.
 - Work with colleagues to identify Program opportunities for Indigenous students and professionals with Aurora.
 - Provide support and assistance to the Pathways Leader, as required.
- **Portal**
 - Create and maintain scholarship listings and other opportunities on Portal.
 - Ensure the Portal listings are updated in Aurora's CRM database.
 - Act as a point of contact for students and professionals interested in scholarship listing and/or opportunities.
 - Act as a point of contact for organisations interested in listing scholarships or opportunities on the Portal.
 - Identify scholarship and/or opportunities list on the Portal.
 - Support with updating and maintaining Portal resources for students, professionals and organisations.
 - Support with collating data to ensure reporting requirements are met and to inform budgets and program improvement.
- **Scholarship Support**
 - Assist the Pathways Leader in the administration of international and national scholarships and scholarship applications including
 - Support the end-to-end process for all international and domestic scholarships.
 - Update and maintain all relevant documents; scholarship applications, support documents, FAQ guides, interview panel guides and scholarship contracts.
 - Create and maintain applicant and scholarship recipient records in Aurora's CRM database.
 - Maintain timely responses to scholarship enquiries.
 - Provide direct support to scholarship applicants to ensure applicants are completed and all required documentation is provided.
 - Support with the administration of scholarships, including but not limited to:
 - Processing of scholarship stipend payments.

- Ensure recipients fulfill the scholarship terms and conditions, including reporting requirements.
 - Provide support to scholarship recipients pre, during and post-study, as required.
 - Support with maintaining regular contact with scholarship recipients.
 - Maintaining the scholarship payment and reporting database.
 - Support with distributing surveys to scholarship recipients.
 - Support with collecting data to ensure reporting requirements are met, and to inform budgets and program improvement.
- **Leadership**
 - Participate collaboratively as a member of Aurora to contribute to the achievement of the wider objectives of the organisation.
 - 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.
 - Undertake other duties within the scope of this role, as required.

Aurora values the contribution of each team member's unique skills and expertise toward achieving its objectives. The organization is committed to supporting employees in identifying opportunities for growth and improvement, sharing their insights, and adding value wherever they can.

Aboriginal and Torres Strait Islander peoples are strongly encouraged to apply.

Aurora is an EEO employer that welcomes applications from people who have a disability, are LGBTIQA+, and people of culturally diverse backgrounds.

Other requirements of the job.

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, processes and program practices are culturally safe.

Child Safety / Working with Vulnerable People

- Maintain the National Child Safety, Code of Conduct and Procedure.
- Work with internal staff and external advisors to provide internal training and advice on child safety matters.
- Role model the required behaviours including:
- Providing a welcoming and safe environment for children and young people.
- Promoting the safety and well-being of children and young people associated with the program.
- Interacting with children and young people in ways that are positive and safe.
- If required, provide adequate care and supervision of children and young people associated with the program.
- Acting 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.
- Manage reports of any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people.

Organisational Participation

- Work with the Executive Group to understand and meet the strategic aims of the organisation.
- Work collaboratively with team members to contribute broadly to the achievement of Aurora objectives.
- Participate in organisational and team planning initiatives.
- Provide regular reporting as required.
- Promote and monitor issues of work, health and safety.
- Undertake other responsibilities and duties within the scope of this role, as directed.

What will make me successful in this role?

● Purpose and values

- To align with our vision that supports Aboriginal and Torres Strait Islander students to realise their full education and employment potential.
- To uphold our core values of respect, collaboration, accountability, and impact.
- To promote cultural, psychological, and child safety, and encourage an inclusive and supportive environment.

- To be a leader who prioritizes purpose and people, and is dedicated to achieving excellence, promoting well-being, and fostering personal and professional growth.

- **Experience**

- A demonstrated understanding of Indigenous histories, cultures, organisations and the issues facing Indigenous people in Australia meeting their aspirations for their communities and families. Provide regular reporting as required.
- A demonstrated understanding of tertiary education, and matters relating to Indigenous peoples' engagement in education.
- Experience in database upkeep or strong capacity to learn.
- Experience in program delivery or strong capacity to learn..
- Familiar with IT and CRM systems including working with M365, Sharepoint and Dynamics (or Equivalent)

- **Skills**

- Strong verbal communication and interpersonal skills, with an ability to collaborate across teams.
- The ability to communicate effectively with Indigenous people, stakeholders and organisations.
- Well-developed written communication skills.
- Ability to work towards multiple deadlines in a calm and measured manner.
- To be open to receiving feedback and continuously learning and growing.
- To be proactive, self-organized, and capable of working independently.
- To embrace creativity and encourage diverse thinking and working approaches.
- To be adaptable to change and responsive to the shifting priorities and requirements of the organisation.
- Intermediate computer literacy, with experience using Microsoft Outlook and Excel

**All employees must have a working with children check (WWCC), police check, and references. Aurora will inform candidates/employees when checks are conducted. Aurora will cover these expenses.*

What are the benefits when working at Aurora?

- To be inspired by our purpose, leaders, and team members, with 93% of our team members recommending Aurora as an excellent place to work.
- To experience a culture of psychological and cultural safety, with 96% of team members viewing Aurora as an inclusive organization.
- To have a healthy work-life balance, with a hybrid work model, "No Meetings Fridays," an Employee Assistance Program, and access to Headspace. We also offer policies that support employees' personal and professional goals, such as study leave, cultural leave, and maternity leave.
- To have opportunities for personal and professional growth, with multiple training sessions, Yarns with Elders and mentors, and internal development programs.
- We offer a competitive salary. Your salary would be between **\$70,000 and \$75,000** depending on your experience + super (11%) + Non-for-Profit salary package (<https://eziway.net.au/>).

LET'S TALK!

If you want to have a confidential conversation about this role, please contact PC@aurorafoundation.com.au we will be delighted to speak with you.

To know more about Aurora Education Foundation please visit

<https://aurorafoundation.com.au/> or follow us    

Artwork created by our Aurora High School Program Students