

ROLE DESCRIPTION

Role: Pathways Facilitator East – Internships, Mentors and Mid-Career

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)

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?

- **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.

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 LGBTIQ+, 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 **\$65,000 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