

ROLE DESCRIPTION**Role:** Pathways Facilitator | Scholarships and Indigenous Pathways Portal**Similar roles:** Program Support Officer**Line Manager:** Pathways Leader | Scholarships and Indigenous Pathways Portal**Team:** Pathways**Number of reports:** N/A**Employment status options:** Full-Time**Location options:** Hybrid, Gadigal Country (Sydney Office) and Whadjuk Noongar (Perth Office)**Indigenous Identified:** Yes**What is my main purpose in this role?**

- Your primary role is accountable to the Pathways Leader | Scholarships and Indigenous Pathways Portal and is responsible for the delivery, development, and successful outcomes of the Pathways and Partnerships teams. The focus will be on the delivery of domestic and international scholarships and the Indigenous Pathways Portal.

What does success look like in this role?

- Delivery of program outcomes in accordance with Aurora's 5-year strategy and Key Performance Indicators
- Efficiency and effectiveness of administrative processes across all programs
- Performance of direct reports
- Internal and external stakeholder feedback
- Contribution to team dynamics

What are my key responsibilities?

- **Scholarships**
 - Support the Pathways Leader | Scholarships and Indigenous Pathways Portal to administer the end-to-end process for all domestic and international scholarships, including but not limited to:
 - Implementing a media and comms plan
 - Candidate application and selection process
 - Supporting candidates through scholarship and university application processes
 - Interview process and panel preparation
 - Scheduling interviews and meetings with candidates and scholars
 - Provision and management of scholarship contracts
 - Processing and monitoring scholar payments and reporting

- Maintaining accurate and current records of scholarship details in a master spreadsheet and/or CRM dashboard
 - Preparation and distribution of all documentation, including but not limited to:
 - Scholarship application, budget and reporting templates
 - FAQ guides
 - Candidate summaries and bios
 - Interview panel documents
 - Planning scholarship award ceremonies
 - Support the Pathways Leader | Scholarships and Indigenous Pathways Portal to administer the Scholar Support Framework. This includes but is not limited to supporting scholars with:
 - Navigating university systems and processes
 - Travel arrangements
 - Visa application process
 - Identifying academic, health and wellbeing services
 - Planning Scholar events and retreats
 - Connecting Scholars with other Aurora participants, Alumni and stakeholders
 - Support with responding to scholarship inquiries and liaise with potential scholarship candidates.
 - Support with managing the Scholarships inbox and triage emails.
 - Support with efforts to secure the scholar pipeline for future scholarships and maintain accurate records of potential candidates.
 - Support the implementation of the monitoring and evaluation framework.
 - Support with collating data to ensure funding and reporting requirements are met.
- **Indigenous Pathways Portal**
 - Support the maintenance of the Indigenous Pathways Portal and create and ensure all scholarship and opportunity listings remain current and accurate.
 - Support to ensure all Indigenous Pathways Portal listings remain current and accurate in Aurora's CRM.
 - Identify scholarships and opportunities to list on the Indigenous Pathways Portal.
 - Maintain awareness of emerging issues to ensure a positive user experience of the Portal.

- Maintain awareness of emerging themes in Indigenous employment, the tertiary and VET education sectors to assess the viability of potential target audiences.
- Support with collating data to ensure funding and reporting requirements are met.
- **Stakeholder Engagement and Information Management**
 - Support the Pathways Leader | Scholarships and Indigenous Pathways Portal to develop and implement a calendar of engagements to promote Scholarships and the Indigenous Pathway Portal, including but not limited to:
 - University student and faculty face-to-face and virtual information sessions
 - Career and employment fairs
 - Indigenous events and conferences
 - Attend relevant external stakeholder events to promote or raise awareness of Aurora and the Pathways Programs.
 - Support with the delivery of program information and recruitment sessions for university students and faculty.
 - Support the Pathways Leader | Scholarships and Indigenous Pathways Portal to ensure Scholarships and Indigenous Pathways Portal collateral is relevant and current.
 - Support the Pathways Leader | Scholarships and Indigenous Pathways Portal to ensure all Scholarship Program and scholar information on Aurora's websites and media platforms remains relevant and current. This includes but is not limited to:
 - Charlie Perkins and Roberta Sykes Scholar bios
 - Program descriptions
 - Program open and close dates
 - Partnership information
 - Support the Pathways Leader | Scholarships and Indigenous Pathways Portal to ensure all Charlie Perkins Scholarship Trust website information remains relevant and current.
 - Support the Pathways Leader | Scholarships and Indigenous Pathways Portal to identify and promote the achievements of program participants and scholars.
 - Ensure Aurora's CRM and Sharepoint system is consistently used to accurately record program, participant, and scholar information and data.
 - Support with collating data to ensure funding and reporting requirements are met.

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 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.
- The ability to communicate effectively with Indigenous people, stakeholders and organisations, in particular Students and their families.
- A strong eye for detail and task orientation.
- Demonstrated experience in curriculum design and delivery, including review and improvement cycles, upskilling staff and teams, managing risk, and competing deadlines to meet strategic objectives
- Explicit understanding of current educational evidence base including culturally responsive pedagogical practices
- An aptitude to work towards multiple deadlines in a calm and measured manner.
- Strong verbal communication and interpersonal skills, with an ability to collaborate with internal and external stakeholders
- High level written and communication skills, including written processes and report writing.

- Extensive experience working with a diverse range of internal and external stakeholders to achieve shared goals, including Indigenous people, stakeholders and organisations.
- Well-developed written communication capabilities.
- Ability to balance taking direction and exercising initiative.
- Prior experience as a Admin/Support Officer, preferably in the educational sector.
- Individual studying a bachelors of education and/or teaching degree equivalent is highly desirable
- Familiar with IT and CRM systems including working with M365, Sharepoint and Dynamics (or Equivalent)

- **Skills**

- Focus on impact and results
- Community building
- Continuous learning

**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," SONDER – your health and wellbeing companion and access to Headspace. We also offer policies that support employees' personal and professional goals, such as study leave, cultural leave, and parental 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 + 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