

ROLE DESCRIPTION

Role: Pathways and Programs Manager

Similar roles: Program Manager

Line Manager: Deputy CEO and the Head of Strategy – Tamara Murdock

Team: Pathways

Number of reports: 2-3

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 accountable to the Deputy CEO and is responsible for ensuring the delivery, development, and successful outcomes of the Pathways and Partnerships team.
- The focus will be on the successful delivery of the International Study Tours, Scholarships, Internships, and Mid-Career opportunities, 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?

- **Symposium and International Study Tour**
 - Oversee developing and managing the Symposium and Study Tour operational plan, calendar of events, and budget.
 - Oversee developing and managing individual operational plans and budgets for the Symposium (domestic) and Study Tour (international, US and UK).
 - Oversee the on-ground delivery of Symposium and Study Tour.
 - Oversee all aspects of the Symposium and Study Tour, including but not limited to:
 - Developing and implementing a media and comms plan
 - Participant application and selection process

- Logistics planning and delivery
- Administration of participant and Mentor stipend and reporting
- Guiding and supporting participants
- Liaison with Australian and overseas stakeholders (including universities and funders)
- Developing and implementing a monitoring and evaluation framework
- Selecting, briefing, and managing Indigenous Mentors
- Preparation and distribution of documents to participants, universities and other program stakeholders
- Support Pathways team to engage and support participants with their applications to overseas universities following the Study Tour and/or transition to other Aurora programs.
- Oversee efforts to secure the Study Tour participant pipeline for future tours.
- Support the Pathways team and other Aurora departments to contribute to major projects and events relating to the Study Tour, such as fundraising, conferences and forums.
- Ensure all funding and reporting requirements are met.
- Support efforts to continuously improve the delivery of the Symposium and Study Tour with consideration for expansion.
- If required, support the on-ground delivery of the Symposium and international Study Tour.

- **Scholarships**

- Oversee developing and managing the Scholarships operational plan and budget.
- Oversee the administration of the end-to-end process for all domestic and international scholarships, including but not limited to:
 - Developing and implementing a media and comms plan
 - Candidate application and selection process
 - Supporting candidates through scholarship and university application processes
 - Interview process and panel preparation
 - Provision and management of scholarship contracts
 - Managing and monitoring scholarships, including scholar payments and reporting
 - Maintain 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 report templates
 - FAQ guides
 - Candidate summaries and bios
 - Interview panel documents
- Planning scholarship award ceremonies
- Manage the administration of the Scholar Support Framework. This includes but is not limited to supporting scholars with:
 - Navigating university systems and processes
 - Travel arrangements
 - Visa application process
 - Regular three-monthly check-ins
 - Facilitating access to academic, health and wellbeing services
 - Planning Scholar events and retreats
 - Supporting Scholars to explore post-study next steps
 - Connecting Scholars with other Aurora participants, Alumni and stakeholders
- Oversee the response to scholarship enquiries and liaise with potential scholarship candidates.
- Oversee efforts to secure the scholar pipeline for future scholarships
- Oversee the implementation of the Monitoring and Evaluation Framework.
- Ensure all funding and reporting requirements are met.
- **Internships and Mid-Career Opportunities**
 - Oversee developing and managing the Internships operational plan and budget.
 - Oversee the development and management of operational plans for each individual internship round.
 - Oversee the end-to-end process for all internship and mid-career placements, including but not limited to:
 - Developing and implementing a media and comms plan
 - Participant application, selection, interview, host matching and contract process
 - Administration of travel assistance and stipend funds for Indigenous interns
 - Regular schedule check-ins with Interns
 - Host organisation application, assessment, and contracting process

- Intern networking events and opportunities
- Weekly reporting of internship and host data
- Oversee the preparation and distribution of documents to interns, mid-career and other program stakeholders.
- Support the Pathways team to recruit new Host organisations.
- Oversee the administration of the Intern Support Fund.
- Oversee the response to internship inquiries and liaise with potential interns and host organisations.
- Support the University Partnerships and Strategy Manager to engage with universities to align internships with courses that require mandatory placements.
- Oversee efforts to secure the intern pipeline for future internships and connect interns to other Aurora programs.
- Oversee the development and implementation of the Monitoring and Evaluation Framework.
- Ensure all reporting requirements are met.

Note/ You will not be responsible for managing the Internships Program and Mid-Career Opportunities for at least six months or until it is determined that the program can be transitioned without impacting program KPIs. The Pathways Leader | Internships and Mid-Career will directly report to the University Partnerships and Strategy Manager until the Program has transitioned.*

- **Indigenous Pathways Portal**

- Oversee the development and management of the Portal operational plan and budget.
- Oversee the platform's maintenance and ensure all scholarship and opportunity listings remain up-to-date.
- Maintain awareness of emerging issues to ensure a positive user experience of the Portal.
- Collaborate with internal stakeholders to explore opportunities to expand the Portal's function.
- Maintain awareness of emerging themes in Indigenous employment, the tertiary and VET education sectors to assess the viability of potential target audiences.
- Ensure all reporting requirements are met.

- **Stakeholder Engagement and Information Management**

- Assist the University Partnerships and Strategy Manager to develop and implement a calendar of engagements to promote all programs and opportunities, including but not limited to:

- University student and faculty face-to-face and virtual information sessions
 - Career and employment fairs
 - Indigenous events and conferences
 - Identify, establish and maintain stakeholder relationships with universities, Indigenous sector organisations and other key stakeholders.
 - Collaborate with the Partnerships and Strategy Manager to address all external university and strategic partnership inquiries.
 - Attend relevant external stakeholder events to promote or raise awareness of Aurora and the Pathways Programs.
 - Support the University Partnerships and Strategy Managers to facilitate program information and recruitment sessions for university students and faculty.
 - When required, contribute to reports and funding proposals via writing submissions and / or attend stakeholder meetings.
 - Collaborate with the Partnerships and Strategy Manager to ensure all partnerships, pathways and program collateral are relevant and current.
 - Collaborate with the Partnerships and Strategy Manager to ensure all program, participant and scholar information on Aurora's websites and media platforms remains relevant and up to date, this includes but is not limited to:
 - Charlie Perkins and Roberta Sykes Scholar bios
 - Program descriptions
 - Program open and close dates
 - Collaborate with the Partnerships and Strategy Manager to ensure all information on the Charlie Perkins Scholarship Trust website remains relevant and current.
 - Collaborate with the Partnerships and Strategy Manager to identify and promote the achievements of program participants and scholars.
 - Collaborate with the Partnerships and Strategy Manager to ensure all Pathways Partnerships team members are accurately and consistently utilising Aurora's CRM and Sharepoint system to record program and participant information and data.
 - Regularly report on the status of programs and KPIs to the DCEO, as requested.
- **Leadership**
 - Foster a values-aligned team culture focused on delivering program outcomes.

- Provide day-to-day guidance, and support to the teams, in alignment with Pathways and Partnerships objectives.
- Regularly check-in with Pathways Leaders to provide constructive positive feedback.
- Drive engagement between the Pathways team 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.
- Undertake other duties within the scope of this role, as required.
- Collaborate with P&C to promote cultural safety, growth, and wellbeing at Aurora.
- Coach other team members on your areas of expertise to ensure professionalism and excellence in all programs.
- Develop other team members to reach their full potential and develop leadership skills.

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 in Program Management and/or managing multi-facet programs.
- Familiar with IT and CRM systems including working with M365, Sharepoint and Dynamics (or Equivalent)

- **Skills**

- Focus on impact and results
- Planning and organising
- Feedback

**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 **\$100,000 and \$130,000** 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