

**ROLE DESCRIPTION****Role:** Community Engagement Coordinator (CEC)**Similar roles:** Senior Engagement Officer**Line Manager:** HSP/RISE Delivery Manager**Team:** Policy and Programs**Number of reports:** N/A**Employment status options:** Full-time**Location options:** Whadjuk Noongar Country (Perth Office) - Hybrid**Indigenous Identified:** Yes**What is my main purpose in this role?**

- Your role is to support Aboriginal and Torres Strait Islander high school students on their educational journey. Establishing and maintaining high levels of engagement with program stakeholders, particularly students, their parents/carers, and school contacts, and providing support and guidance to Community Engagement Facilitators.

**What does success look like in this role?**

- Student Attendance at immersion camps
- Engagement with parents/carers and school contacts at least once (per 5 week cycle)
- All students have an Academic Support plan
- Stakeholder feedback
- Contribution to team dynamics and performance
- Respond to stakeholder queries within 1 business day
- Timely communication with parents/carer regarding academic related purchases (Procurement KPIs)
- Timeline KPIs

**What are my key responsibilities?**

- **Program Support**
  - Lead the team of facilitators with a focus on capacity building and effective day-to-day operations
  - Work closely with the HSP/RISE Delivery Manager to implement program growth plans, processes, systems and processes across the WA teams.
  - Monitor and manage the effectiveness of data collection processes and other monitoring and evaluation activities.
  - Oversee risk management processes and activities across WA sites in collaboration with internal staff.

- Work collaboratively with internal staff on continuous improvement initiatives.
- **Community Engagement**
  - Establish and maintain relationships with program stakeholders including students, their families and schools, particularly in relation to academic supports and camp attendance and engagement.
  - Create and implement an annual schedule of stakeholder appointments, including face-to-face meetings, telephone contact, social media contact, community events and school-based events.
  - Design and deliver a range of community events to build rapport and engagement with High School Program participants, families, schools and other relevant stakeholders.
  - Monitor and report on effectiveness of engagement activities and make recommendations for improvements, where necessary.
  - Record all stakeholder contact in Dynamics.
- **Student Selection**
  - Implement student selection processes, evaluate applications and recommend student program placements.
  - Coordinate the completion of program sign-on documentation.
  - Where required, attend meetings with schools or deliver presentations to promote the program and engage their support.
- **Wrap-Around Student Support**
  - Connect and liaise with parents/carers, students and schools to design and implement student academic support plans.
  - Facilitate the collection of student information including school reports, NAPLAN results, health and wellbeing information on the relevant databases.
  - Coordinate the procurement of key academic tools, equipment, resources and tutoring in line with approved Academic Support Plans.
  - Consult with the Program Support Coordinator/Administrator Officer to ensure appropriate tutoring support and understand its impact on students' academic improvement.
  - Manage academic support spending for student cohorts in line with annual budget.
  - Refer students to relevant support services as needed. Identify and escalate students at risk of program disengagement to implement resolution strategies.
- **Academic Enrichment Camps and Engagement Days**

- Contribution to the planning & design of camps and engagement activities.
- Assist in the organisation and implementation of Academic Enrichment Camps, as required.
- Assist the Regional Leader in managing the Academic Enrichment Camp environment, supporting the students and facilitating camp activities.
- Participate in post-camp evaluations and contribute to continuous improvement.

*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.*

*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.
- A strong eye for detail and task orientation.

- An aptitude to work towards multiple deadlines in a calm and measured manner.
- Strong verbal communication and interpersonal skills, with an ability to collaborate across teams.
- Well-developed written communication capabilities.
- Ability to balance taking direction and exercising initiative.
- Qualifications in Community Services and/or Social work or equivalent (Highly regarded)
- Prior experience in similar roles including Aboriginal Liaison Officer or equivalent (Highly regarded)

- **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," , and access to Sonder, Aurora's health and wellbeing app. 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 \$85,000** 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](mailto: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