

ROLE DESCRIPTION

Role: Internships and Mid-Career Manager

Line Manager: Head of Strategy and DCEO

Team: Pathways

Number of reports: 2

Employment status options: Full-time

Location options: Whadjuk Noongar Country (Perth Office) and or Gadigal Country (Sydney Office) - Hybrid

Indigenous Identified: Yes

What is my main purpose in this role?

- The Internships and Mid-Career Manager plays a key leadership role within Aurora's Pathways and Partnerships team. Reporting to the Deputy CEO and Head of Strategy, this role is responsible for delivering the Internships and Mid-Career programs in alignment with Aurora's strategic goals and funding agreements. This includes overseeing program design, delivery, stakeholder engagement, reporting, and continuous improvement initiatives.

What does success look like in this role?

- Achievement of program outcomes in line with Aurora's 5-year strategy, internal KPIs and external funding agreements.
- Efficient and effective program delivery and administration.
- High performance, engagement, and development of direct reports.
- Positive feedback from participants, host organisations, and internal stakeholders.
- Strong contribution to a supportive and values-driven team and organisational culture.

What are my key responsibilities?

- **Program Leadership and Delivery**
 - Lead the development and execution of the operational plan and budget for the Internships and Mid-Career programs.
 - Oversee the end-to-end program cycle, including:
 - Program promotion, stakeholder engagement, and recruitment.
 - Application review, interview, onboarding, and placement processes.
 - Ongoing support and development of participants during and after placement.

- Effective management of documentation, communication, and reporting requirements.
 - Administer the Intern Support Fund and manage financial allocations to Indigenous participants, ensuring accurate and transparent records.
 - Facilitate meaningful feedback loops with interns, host organisations, and supervisors to inform future improvements.
 - Maintain oversight of program communication channels and provide timely responses to enquiries.
 - Drive alumni engagement and progression pathways within Aurora's ecosystem.
- **Program Design and Continuous Improvement**
 - Lead the development of tailored opportunities for mid-career Aboriginal and Torres Strait Islander professionals and program alumni.
 - Identify, implement, and evaluate program improvements to enhance impact and participant experience.

Stakeholder Engagement

- **Promotion and Recruitment**
 - Develop and lead targeted promotion and recruitment strategies to grow participation and awareness.
 - Build and maintain strong relationships with universities, host organisations, and partners.
 - Represent Aurora at internal and external events to promote the 5-Year Strategy and Pathways programs (interstate travel may be required).
 - Deliver engaging and informative sessions to prospective applicants and partner organisations.
- **Information Management and Reporting**
 - Oversee the creation and maintenance of program collateral including website content, promotional materials, handbooks, and case studies.
 - Ensure accurate tracking of program outcomes and progress toward targets using Aurora's CRM and data systems.
 - Collaborate with the Monitoring & Evaluation team to develop and maintain a robust program evaluation framework.
- **Program Reporting**
 - Lead the preparation and delivery of high-quality reports, including:
 - Annual reports.
 - Progress reports.
 - Funding proposals and acquittals.
 - Financial and operational updates.
- **Leadership and Team Development**
 - Partner with other managers to build and maintain strategic partnerships and coordinate recruitment initiatives.

- Provide guidance and direction to Pathways Facilitators, ensuring tasks are effectively delegated and delivered.
- Create a positive, culturally safe, and growth-oriented team environment.
- Support professional development and leadership growth among team members.
- Act as a coach and subject-matter expert across the team, ensuring program excellence and consistency.
- Perform other relevant duties 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.

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**

- A strong commitment to our vision of supporting Aboriginal and Torres Strait Islander students and professionals to reach their full educational and employment potential.
- A genuine alignment with our core values of respect, collaboration, accountability, and impact.
- A demonstrated commitment to promoting cultural, psychological, and child safety while fostering an inclusive, supportive, and respectful environment.
- A values-driven leadership style that prioritises purpose and people, champions well-being, and actively fosters excellence and professional growth.

- **Relevant Experience**

- Proven experience in managing and delivering internship or education programs, preferably within an Indigenous or community-focused context.
- Demonstrated expertise in project and program management, including managing timelines and deliverables across multiple priorities.
- Sound financial acumen with experience developing and managing program budgets.

- Experience leading and managing a team (minimum of two direct reports), including supporting performance and professional development.
- A deep understanding of Aboriginal and Torres Strait Islander histories, cultures, organisations, and Indigenous communities' current challenges and aspirations.
- Ability to effectively manage competing deadlines in a fast-paced, dynamic environment.
- Strong verbal communication and interpersonal skills, with the ability to engage and collaborate with diverse internal and external stakeholders.
- High-level written communication skills, including process documentation, professional correspondence, and reporting.
- Extensive experience building and maintaining partnerships with Indigenous stakeholders, communities, and organisations to support program outcomes.
- A balanced approach to leadership—comfortable working independently while also receptive to direction and guidance.
- Tertiary qualifications in education or a related field are highly desirable, but not essential.
- Competency in digital tools and platforms including Microsoft 365, SharePoint, and CRM systems such as Dynamics (or similar).

- **Core Skills and Attributes**

- Exceptional interpersonal skills with the ability to build trust and maintain strong relationships with participants, partners, and colleagues.
- Collaborative mindset with a focus on achieving collective impact through shared goals.
- Open to feedback and committed to ongoing personal and professional development.
- Self-motivated, highly organised, and capable of working autonomously.
- Flexible and adaptable in the face of changing priorities and organisational needs.

**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," 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 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 **\$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