

ROLE DESCRIPTION

Role: Community Engagement Facilitator

Line Manager: HSP & RISE Delivery Manager

Team: Policy and Programs

Number of reports: N/A

Employment status options: Full-time

Location options: Gadigal Country (Sydney Office) - Hybrid

Indigenous Identified: Yes

What is my main purpose in this role?

Your primary objective is to support the delivery of our High School Program in NSW, in close collaboration with the HSP/RISE Delivery Manager, the HSP/RISE Engagement Manager and the rest of the HSP/RISE team. In addition, the role supports the establishment and fostering of external stakeholder relationships.

What does success look like in this role?

- Ongoing engagement of students in the Program
- Frequency of touch points with stakeholders
- Feedback from students, schools and families on their program experience.
- Commitment to child safety.
- Contribution to team dynamics
- Alignment with Aurora values.

What are my key responsibilities?

- **Community Engagement**
 - Establish and maintain relationships with program stakeholders including students, their families and schools, particularly in relation to academic supports and program attendance and engagement.
 - Liaise with schools to monitor student progress, and other information related to student academic supports, needs and performance.
 - Implement and provide feedback on the annual communication plan for stakeholder touch points such as face-to-face meetings, telephone contact, community events and school-based events
 - 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 the effectiveness of engagement activities and make recommendations for improvements, where necessary.
 - Record all stakeholder interactions in Aurora's CRM, Dynamics.

- **Student Selection**

- Where required, attend meetings with schools or deliver presentations to promote the program and engage their support.
- Implement student selection processes, evaluate applications and make recommendations for selection.
- Facilitate the completion of sign-on documentation and processes.

- **Wrap-Around Student Support**

- Work with individual students, families and schools to understand cultural, academic and social support requirements.
- Arrange to purchase key academic tools, equipment, resources and tutoring in line with approved Aurora Support Plans.
- Consult with the internal team members regularly to ensure appropriate tutoring support and understand its impact on student's academic improvement.
- Manage Aurora support spending for student cohorts in line with the annual budget.
- Refer students to additional support services as needed.
- Identify students at risk of disengagement with the program and consult relevant team members to remedy this.

- **HSP Engagements**

- Foster and contribute to a values-aligned team culture focused and lead on delivering a positive student experience and program outcomes.
- Participate in the design and implementation of Cultural & Academic Enrichment Camps and engagements
- Provide hands-on assistance with the organisation & logistics of each camp, as required.
- Provide supervision and support during multi day and night engagements
- Lead engagement activities, working to create a positive environment to support the students engagement in activities.
- Participate in post-engagements evaluations and contribute to continuous improvement.

Aurora values the contribution of each team member's unique skills and expertise toward achieving its objectives. The organisation is committed to supporting employees in identifying opportunities for growth and improvement, sharing their insights, and adding value wherever possible.

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.
- 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 management team 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 Aurora's vision that supports Aboriginal and Torres Strait Islander students to realise their full education and employment potential.
- To uphold Aurora's core values of respect, collaboration, accountability, and impact.
- To promote cultural, psychological, and child safety, and encourage an inclusive and supportive environment.
- To develop leadership skills that prioritises 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, as well as meeting their aspirations for their communities and families.
- Managing stakeholders across diverse settings within the education or community services space
- Prior experience working with Indigenous young people
- Understanding of trauma-informed, child-centred and strength-based approaches.
- Tertiary qualifications in community services, youth services and social work highly regarded or equivalent experience
- Experience working with competing priorities
- Well-developed written communication capabilities.

Skills

- The ability to communicate effectively with Aboriginal and Torres Strait Islander Peoples, stakeholders and organisations.
- Strong verbal communication and interpersonal skills, with an ability to collaborate across teams.
- Ability to balance receiving guidance and exercising initiative.
- Be open to receiving feedback and continuously learning and growing.
- Be proactive, self-organised, and capable of working independently.
- Embrace creativity and encourage diverse thinking and working approaches.
- Be adaptable to change and responsive to the shifting priorities and requirements of the organisation.
- Strong MS Suite, SharePoint and Dynamics or similar CRM skills
- Planning, project management, and implementation skills
- Stakeholder engagement and management

**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 organisation.
- 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 **\$65,000 and \$75,000** depending on your experience + super (11.5%) + 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://www.aurorafoundation.com.au/> or follow us    