



Candidate Information Pack

Internships Program Officer

August 2018

The Opportunity

- ⦿ Use your strong administrative know-how in a social justice environment
- ⦿ Varied role with plenty of people contact
- ⦿ Redfern/Alexandria location, close to public transport

The Aurora Internships program has been running since 2006 and in that time, has assisted Indigenous sector organisations increase their capability by placing over 2,300 interns to contribute to their valuable work. Our Host organisations love what we do and value the work the interns do for them. Our interns gain unique work experience as well as the opportunity to contribute to social justice for Indigenous Australians.

In this role, you will be pivotal in effectively coordinating the day-to-day running of our Internship Program and supporting our Program Manager to deliver an excellent service experience to both Host organisations and our interns. You will keep things organised, coordinate logistics for placements, manage records, analyse data and talk with a range of stakeholders.

You will thrive in this role if you are:

- Well experienced with providing administrative and operational support.
- Naturally service-oriented and confident liaising with stakeholders.
- Comfortable managing the variety this role offers, balancing different activities, and handling interruptions and competing priorities with ease.
- Excellent with technology (including databases/CRMs) and data.
- Self-directed while staying closely connected your small team.

We offer a values-driven, team environment, where we are each committed to the purpose of our organisation. You will be well-supported, starting with our orientation program and beyond, and will benefit from our collegiate approach to our work. In addition to a competitive salary, you will have immediate access to salary packaging as well as the Meal & Accommodation Card.

**Aboriginal and/or Torres Strait Islander candidates
are strongly encouraged to apply for this role**

How to Apply

Applications: Send a brief covering letter with your resume and academic transcript (if applicable) to careers@auroraproject.com.au

Initial enquiries: Carol Lewis, Organisational Development Manager
02 9310 8400 or 0404 199 766
Or
Anne Clatworthy, HR Officer
02 9310 8400

Our Internship Program

Now in its 13th year of operation, the Aurora Internship Program has contributed to capacity building for Indigenous and Indigenous-sector organisations by placing over 2,300 talented and interns.

The Program offers our interns an opportunity to gain professional work experience and improve career opportunities available at native title and broader Indigenous sector organisations, and is aimed at those with a keen interest in the sector. An internship is a great way to gain exposure into the professional work environment and develop workplace skills.

The Program places passionate Indigenous and non-Indigenous students and graduates with backgrounds from a wide variety of disciplines into internships Australia-wide. In addition, we offer support for our Aboriginal and Torres Strait Islander students and graduates via Commonwealth funded internships as pathways to jobs in Indigenous organisations and other organisations working in the Indigenous sector. Our interns undertake 4 to 6-week full-time internships at over 170 organisations Australia-wide, over 2 rounds per year. Our Host organisations operate all over Australia and work in native title, land rights, policy, advocacy, justice, health, social welfare, human rights, community development and environmental policy. More than 600 internship alumni have been employed in the sector as a direct result of their Aurora internship. We pride ourselves on having a transformational impact on the organisations we support and on the career aspirations of our alumni.

The ongoing feedback we receive from our interns and our Host organisations is testament to the success of our Program. Here's a sample:

From our interns:

Being able to work for an Aboriginal organisation has expanded my cultural awareness and ability to communicate cross-culturally. I will be able to take much of the knowledge I have gained through this internship and apply it to both my university learning and workplace etiquette for future jobs.

As an Aboriginal person, I have a passion for working with Aboriginal people, giving back to my community and working to make a difference. I feel privileged to have had the opportunity to learn more about my culture, my country, my language and develop as a person. I have always been proud of my culture but have never felt 'truly Indigenous' because of my skin colour. I believe this experience has benefited me professionally as it has reaffirmed my pride and that I am Indigenous.

From the perspective of professional development, this internship experience has been unrivaled.

From our Hosts:

Thank you for sending us another brilliant Aurora intern. Interns are very valuable and have all been excellent and a commendation to your Program.

Our organisation has benefitted from having Aurora Interns for a number of years and they continue to be an asset to the service.

Hosting interns is a useful and enlightening means of finding new staff; training up others in the sorts of experiences they will have at other places, and; getting some extra work done within the section. There is value for both parties.

The work that you do, really changes lives, not just on a personal level (for the intern), but through ripples and impact they have with the wider community through the work your Host organisations do.

Role Statement

Role:	Internships Program Officer
Reports to:	Internships Manager
Direct Reports:	Nil
Status:	Permanent (subject to funding) full-time, 38 hours per week
Benefits:	Immediate access to salary packaging

Position Purpose

- To assist in the smooth running of the Internship Program by providing day-to-day operational support and managing relationships with our interns and other stakeholders.

Success measures in this role include:

- Efficiency of administrative processes.
 - Currency and accuracy of Program records.
 - Feedback from interns and Host organisations.
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Responsibilities & Key Activities

Program Promotion

- Promote and publicise the internships to Australian universities, professional bodies and host organisations working in the Indigenous sector Australia-wide.
- Maintain a database of university contacts who will assist in promotion and the interview process, tracking all relationships.
- Oversee the Support Officer's planning of the annual timetable of Career Fairs attendance.
- Represent Aurora at Career Fairs when required.
- Maintain and update promotional material and website content.
- Respond to enquiries by phone and email from prospective applicants, keeping appropriate records.

Interview, Selection & Placement Process

- Manage application materials by collecting, entering, analysing / reporting on and filing those records.
- Organise applicant information in preparation for interview panel members and host organisations.
- Coordinate interview times and notify applicants of details.
- Attend interviews when required.
- Collate data on applicant preferences, logistics and availability to assist in matching process.

Program Support

- With oversight from the Program Manager, manage and monitor the allocation and administration of Commonwealth funding to Indigenous funded participants; update detailed recording of Scholarship expenses and payments for PM&C reporting
- Set-up pre-departure Skype induction talks for interns.
- Monitor interns during and post internships ensuring that their administrative obligations are fulfilled.
- Record feedback from interns and supervisors, analyse and report on trends.
- Keep the *Handbook for Interns* and *Hints & Tips for Interns by Location* up-to-date and available for each round of placements.
- Update and maintain the alumni database to inform reporting, funding applications and evaluation of the Program.
- Monitor the delegation of tasks to Program Support Officer.

Quality Assurance

- Work with the Internships Manager to improve and streamline administrative processes in line with Program needs.
- Regularly review accuracy and currency of database information.
- Keep the Internships Program Procedures Manual updated.

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.
- Undertake other responsibilities and duties within the scope of this role, as directed.

Selection Criteria

Essential

- Demonstrated capability of working under pressure and meeting deadlines
- Advanced skills in Microsoft Excel and Word
- Database management (preferably some CRM) and reporting skills
- Experience in maintaining / posting website content and using social media
- Exceptional attention to detail when managing large amounts of data
- Strong interpersonal skills with the confidence to deal with a wide range of stakeholders
- Excellent written and verbal communication skills
- Cultural competence.

Preferred

- Applicants of Aboriginal or Torres Strait Islander descent are strongly encouraged to apply for this position
- Some skills in InDesign.

Other Requirements

- Satisfactory national police check.

Working With Us

Our five key reasons to join our team are:



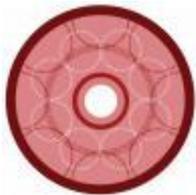
You'll make a difference

Be part of our positive change to create a society where Aboriginal & Torres Strait Islander people have the same educational opportunities as all Australians. We know that our programs have a systemic impact.



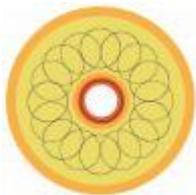
You'll learn

We are constantly striving for excellence, looking at the latest research and punching above our weight. This means we are all learning and growing.



We stand out

Our programs have been described by independent evaluators as unique and our results incredible. We have the courage to look at issues from alternative perspectives and tackle them differently.



We're dynamic

We work hard yet our work environment is relaxed, friendly and supportive. We are all here for the same reason and work together to achieve outcomes for our stakeholders. We all enjoy our regular staff development meetings, celebrations of key events and our Wednesday updates.



We live our values

Our work is guided by our values: **respect** allows to **collaborate** meaningfully and authentically which leads us to be **accountable** for what we do which in turn enables us to make an **impact**.

About Aurora

Our Vision

A future where there is no education gap and where the next generation of Aboriginal and Torres Strait Islander Australians will achieve equitable participation at the highest level – in the professions, in boardrooms and across government.

Our Purpose

To transform lives by investing in potential and inspiring excellence through education at the highest level.

Our Values

Respect allows us to **collaborate** meaningfully and authentically, which leads us to be **accountable** for what we do, and in turn, enables us to make an **impact**.

	<h4>Respect</h4> <ul style="list-style-type: none"> • We respect Aboriginal and Torres Strait Islander people as the custodians of the land on which we work. • We treat each other and our stakeholders with dignity and respect at all times. • We develop culturally safe spaces and foster awareness and acceptance of culture, identity and beliefs.
	<h4>Collaboration</h4> <ul style="list-style-type: none"> • We welcome feedback and adopt our practices and approaches when needed. • We understand that that success can't be achieved in isolation. • We participate equally and cooperatively in partnerships with community and stakeholders. • We share information, knowledge and skills across the organisation.
	<h4>Accountability</h4> <ul style="list-style-type: none"> • We deliver what we commit to. • We pursue excellence in everything we do. • We take responsibility for our actions. • We are responsive and transparent in the way we work.
	<h4>Impact</h4> <ul style="list-style-type: none"> • We aim to have a positive impact. • We innovate to achieve results. • We look to effect change in perceptions, outcomes and opportunities. • We believe in empowering ourselves and others to realise our full potential.

Our Programs

Aurora’s programs provide Indigenous students with intensive, ongoing and tailored support through each stage of their educational journeys, from high school through to postgraduate studies. We currently operate in NSW and Western Australia and our Internship Program supports Host organisations nation-wide. Here’s a snapshot what we do:

Aurora’s Programs



Our **High School Program**, The Aspiration Initiative, provides intensive academic support over a 6 year period to Indigenous high school students and builds their confidence, resilience and aspirations.



Aurora’s **Indigenous Scholarships Portal** is an innovative technology solution that simplifies the process of applying for scholarships to allow more Indigenous students to access financial support and complete their degrees.



Internship Program facilitates funded internships for Indigenous university students and graduates at Indigenous-sector organisations, and builds vital career exposure and pathways.



Aurora’s annual **International University Study Tour** takes high-performing Indigenous students and graduates to visit some of the world’s leading universities in the UK and US, fostering their aspirations and capacity to apply for postgraduate studies to these institutions.



International Postgraduate Scholarship program supports talented Indigenous scholars to aspire to, apply for and successfully complete postgraduate studies at world-leading universities. Scholarships are awarded through the Charlie Perkins Scholarship Trust and the Roberta Sykes Indigenous Education Foundation and delivered by Aurora.



Academic Outreach Program connects outstanding Indigenous scholars from Aurora’s network with high school students in schools and communities.

Who's Who at Aurora

