



Candidate Information Pack

National Program Manager

January 2019

The Opportunity

- ⦿ Build awareness and promote a belief in high academic expectations for Indigenous students
- ⦿ Role with a national focus, based in Alexandria, Sydney
- ⦿ Competitive salary, good working conditions and immediate access to salary packaging

At Aurora, our goal is for every Indigenous student to access the right educational opportunities so they realise their academic potential. For some, that's completing Year 12 and for others, that's a PhD from Harvard. We're aiming to shift the paradigm about what is possible for Aboriginal and Torres Strait Islander Australians; starting with students in Year 8 with our high school program, all the way through to post-graduate studies at international universities with our scholarships program. Our programs are long-term, independently evaluated and outcome driven. We don't see ourselves as a 'quick fix' to these complex issues and the results show that our programs work – investing in potential to inspire excellence and transform lives.

As National Program manager, you will head up the development, expansion and management of our academic enrichment program, The Aspiration Initiative. You will work extensively with external stakeholders such as Elders, communities, schools and our students, as well as providing strong leadership to our dedicated team.

Key to success in this role will be your ability to see the big picture, understand 'the need' and create the right programs, supports and environment. You will be a seasoned leader of people with financial literacy and the ability to engage with a wide range of stakeholders. You will need to bring with you substantial experience in program delivery or operations management and have the capacity to maintain the momentum in our program.

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.

To be Aboriginal or Torres Strait Islander is a genuine occupational requirement of this role under Section 14 of the Anti-Discrimination Act 1977 (NSW).

How to Apply

Send your application to Bryan Creith at First People's Recruitment Solutions:

Email: bryan@fprs.com.au

Phone: (02) 6230 7666

The Aspiration Initiative

- ⦿ Launched in 2011, The Aspiration Initiative (TAI) is a program which enhances educational engagement and improving academic outcomes for Aboriginal and Torres Strait Islander high school students. TAI takes students from Year 8 and works with them to support their aspirations through to the end of their first year out of high school.
- ⦿ TAI's academic enrichment program involves academic camps during school holidays, tutoring and ongoing mentoring and support for its students. Our programs currently operate in Perth, South West Region in Western Australia and Western Sydney, with head office in Alexandria, Sydney. TAI is a long-term, intensive program and provides:
 - 200 hours of support each year for 6 years to each student
 - 20 days of camps each year
 - Individual academic support (tutoring, mentoring, academic resources and equipment)
 - Pastoral care and post-school transition support
 - Connections with high-achieving Indigenous university students and graduates.
- ⦿ Our impact so far is:
 - Our students have three times the national Indigenous rate in ATAR attainment
 - Our students have twice the national Indigenous university enrolment rate
 - 100% of our students said that TAI raised their academic expectations; and
 - 100% were more confident of reach their future goals.
- ⦿ An independent evaluation of TAI by Nous Group concluded that the Program is **unique**. In the Australian context, its uniqueness lies in that fact that TAI:
 - Provides a combination of academic focused, culturally responsive activities that includes social and practical supports to strengthen academic and career aspirations, overcome socioeconomic barriers and respond to discrimination
 - Delivers supports to students in their schools, with a particular focus on public schools, rather than requiring them to transition into private schools
 - Is offered to students early (in Year 8)
 - Provides intensive support throughout high school (consistent with international best practice).

What our stakeholders say

- As a parent it was a great feeling to see how invested all the TAI teachers and staff were in my son's education. After 12 months with TAI he has become a very proud young Aboriginal man and I'd like to thank you all again for the difference you're making in his and our lives.
- I honestly don't think all of the TAI staff know how truly grateful we are for everything you do for us. The experiences we have, the people we meet and the places we go open up a whole new and incredible world. You help us believe that, when it comes to our future, anything is possible.

TAI Parent

TAI Student



About the Role

Title:	National Manager
Program Area:	The Aspiration Initiative
Reports to:	Deputy Chief Executive Officer (DCEO)
Direct Reports:	Program Staff including Indigenous Education Leader and Program Coordinators
Employment Type:	Permanent, full-time (38 hours per week)
Location:	Based in Alexandria, Sydney Interstate travel required
Conditions:	Salary, superannuation plus immediate access to salary packaging

Position Purpose

- To provide dynamic leadership to ensure the ongoing success of The Aspiration Initiative Program (the **Program**).
- To promote the expectation of high academic achievement for Indigenous high school students.
- To explore and develop new opportunities for the Program, in conjunction with the DCEO.
- To actively contribute to organisational development as a member of Aurora's senior management team.
- To manage the whole-of-Aurora workplace health and safety system.

Success measures in this role include:

- Program outcomes.
 - Financial performance.
 - Stakeholder feedback.
 - Team dynamics and performance.
 - Feedback from internal stakeholders and direct reports.
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Responsibilities & Key Activities

Program Management

- In consultation with the DCEO, develop annual operating plans for the Program, in line with Program intent, funding constraints and Aurora values.
- Oversee that all day-to-day operations of the Program are in line with strategic and annual plans, coordinating activities of each team.
- Promote quality and effective programming ensuring that Program activities are managed against their designs, implementation schedules, monitoring and evaluation frameworks.
- Oversee the scheduling and planning of residential camps.
- Build and maintain relationships with Program students, attending camps and school/community visits where possible.
- Monitor and report on Program finances.
- Report on Program activities, progress and issues on a regular basis.
- Provide Program information for fundraising and other purposes, as required.
- Develop, document and implement Program policies and procedures, and manage compliance with same.
- Drive continuous improvement initiatives within the Program.
- Take a proactive approach to all workplace health and safety, risk management and child protection matters.
- Oversee the documentation and publication of TAI's pedagogy and curriculum.

Stakeholder Engagement & External Relations

- Identify relevant stakeholders, critical to Program success and establish and maintain positive working relationships.
- Work with the Program team to enhance stakeholder management practices.
- Coordinate all external communications for the Program to ensure consistency of messaging and branding.
- Oversee and coordinate the Program's public relations and promotion including writing copy for TAI's website, coordinating brochures, TAI video clips, presentations, articles.
- Plan and schedule all Program events.

Child Safety

- Comply with Aurora's child safety policy, code of conduct and procedures/
- Maintain confidentiality around data and information relating to the children and young people participating in our programs.
- If relevant to your role, provide a welcoming and safe environment for children and young people.
- If relevant to your role, provide adequate care and supervision of children and young people in your charge.
- Maintain positive and safe interactions with children and young people.
- Act as a positive role model for children and young people.
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to the relevant manager.

Leadership & Management

- Participate collaboratively as a member of Aurora's senior leadership team to contribute to the achievement of the wider objectives of the organisation.
- In conjunction with the senior management team, implement internal communication mechanisms to ensure visibility of Aurora activities for all staff.
- Provide leadership and direction to relevant program staff, creating a supportive, positive and engaging work and team environment.
- Undertake other duties within the scope of this role, as directed.

Role Requirements

Essential Criteria

- To be Aboriginal or Torres Strait Islander is a genuine occupational requirement of this role under Section 14 of the Anti-Discrimination Act 1977 (NSW)
- Minimum Bachelor's degree in a relevant discipline.
- Strong strategic thinking, conceptual and problem-solving skills.
- Significant management skills and experience – financial acumen, project management, risk management, and policy / procedure development.
- Highly skilled in stakeholder engagement across a range of stakeholder groups including Aboriginal and Torres Strait Islander people
- Strong experience in program delivery and/or operations management, with an ability to drive program outcomes.
- Demonstrated strong verbal and written communication skills with excellent accuracy, particularly related to reports, proposals and materials for government departments.
- Well-developed self-management skills including initiative, strong work organisation and the ability to manage multiple complex issues.

Desirable

- Tertiary qualifications in education
- Experience working with Indigenous young people

Other Requirements

- It is a mandatory requirement that all successful applicants will be required to undertake a satisfactory Police check, have a valid working with children's check and hold a current driver's licence.
- Regular interstate travel will be required
- Attendance at after-hours meetings at various times and some overnight stays at TAI residential camps during school holidays will be required

Our organisation is committed to child safety. We have zero tolerance of child abuse. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children, police records and reference checks (as we see fit) to ensure that we are recruiting the right people.

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.



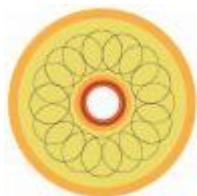
You'll learn

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.

Our Organisational Structure

