



**Aurora Outreach**  
you can't be what you can't see



**AURORA**  
EDUCATION FOUNDATION

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Candidate Information Pack

Outreach Program Officer

January 2019

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## The Opportunity

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- ⦿ Work with our team to inspire Aboriginal & Torres Strait Islander high school students to dream big, unlock their potential and enter a world of possibilities
- ⦿ Part-time role
- ⦿ Based on Alexandria, Sydney

This role is key to get our Outreach program out into schools around Australia. As Program Officer, you will manage all the logistics associated with our event schedule, liaising with a wide range of people, helping with program documentation and providing support to the Outreach Coordinator.

You'll enjoy this role if you have strong administration skills, are well organized and comfortable with deadlines. You'll be good with Word and Excel, have an eye for detail and like being busy. An event management background would be ideal, but is not essential.

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).

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## How to Apply

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

Email: [bryan@fprs.com.au](mailto:bryan@fprs.com.au)

Phone: (02) 6230 7666

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## Our Outreach Program

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Outreach is an academic role modelling program linking Year 9 – 12 Aboriginal & Torres Strait Islander students nationwide with high achieving Indigenous university graduates many of whom have participated in Aurora's International Study Pathways and studied at world leading universities such as Oxford and Harvard.

Research shows Just 4 of these types of interactions during high school make students 5 times more likely to engage in further education. Our role models yarn with students about their journey and show that not only is university study possible for Indigenous students, but so is high achievement at tertiary level and beyond. Unique and impactful, Aurora Outreach helps unlock students' academic potential and open up a world of possibilities.

Outreach events take place in high schools around the country. The workshops are free.

One of our role models: Claudia Paul



Mob: Wiradjuri  
Degree: Bachelor of Medicine (Surgery)  
Job: Medical Doctor

Claudia is from Broken Hill and completed a Bachelor of Medicine (Surgery) at the University of Adelaide. She is training to be a medical doctor in Newcastle and will undertake a DPhil at Oxford University on a Rhodes scholarship in 2018. She was recipient of the Australian Youth Citizenship of the Year Award in 2015 and won a Royal Australian College of Surgeons Award in 2016. Claudia is passionate about bettering health and surgical outcomes in Aboriginal & Torres Strait Islander communities.

What participants say:

*I could really relate to the role models. They've had similar experiences to me and have gone on to great things in life. It was inspiring to hear their story.*

- Heath, Year 10 student

*I can't begin to tell you how engaged my students were in what the role models said. They were on the edge of their seats. After the session and the bell had gone, the students were still there asking questions!*

- Carol, high school teacher

## Role Statement

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Role:	Outreach Program Officer
Reports to:	Outreach Coordinator
Status:	Permanent part-time – 4 days per week
Location:	Alexandria, Sydney

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## Position Purpose

Aurora Outreach is a nationwide program connecting Aboriginal & Torres Strait Islander students in Years 10 to 12 with Indigenous higher education experts, university graduates and workplaces to raise their academic and career aspirations, as well as to provide advice and resources which will help maximise their academic potential. We do this through a schedule of career and tertiary study information sessions run by facilitators and role models (in schools)

This role provides logistical support for our Outreach events and participants in the program, as well as facilitating events from time-to-time.

Success measures in this role include:

- Delivery of well-organised Outreach events.
  - Efficiency and accuracy of task completion.
  - Stakeholder feedback.
  - Contribution to team dynamics.
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## Responsibilities & Key Activities

### Event Management

- Liaise with relevant school staff to book Outreach events.
- Coordinate the resourcing of Outreach events with role models (Aurora scholars) and facilitators.
- Attend to all Outreach event logistics including travel and accommodation, material preparation and printing, equipment requirements and catering.
- Collect surveys (evaluation sheets) from Outreach events, input to the database and provide analytical reports.

## Program Support

- Act as a first point of contact for Outreach stakeholders such as schools, students, role models and facilitators.
- Work with the Outreach Coordinator to improve and streamline administrative processes in line with program needs.
- Regularly review accuracy and currency of database information.
- Draft general documentation for Outreach.
- Maintain the database and other records.
- Keep the program documentation up-to-date (workshop materials, procedures manuals, etc).

## Facilitation

- As required, attend and facilitate Outreach workshops for Indigenous high school participants, in accordance with guidelines.
- Administer surveys of students, teachers and role models.
- Complete periodic session evaluations.

## 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.

## 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

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### Essential

- To be Aboriginal and/or Torres Strait Islander is a genuine occupational requirement for this role under Section 14(d) of the Anti-Discrimination Act 1977 (NSW)
- Commitment to social justice and high expectations for Aboriginal and Torres Strait Islander people
- Excellent organisational skills with the ability to manage multiple activities and work to deadlines
- Strong interpersonal skills
- Adaptable verbal communication skills enabling connection with different audiences
- Strong written communication skills
- Eye for detail
- Ability to work as a collaborative member of a small team
- Good general computer literacy, with skills in Microsoft Excel and Word as well as databases

### Desirable

- Tertiary qualifications
- Event management experience
- Facilitation experience
- Experience working with Aboriginal and Torres Strait Islander programs and/or young people

### Other Requirements

- Ability to undertake interstate travel
- Availability to attend some after-hours events
- Valid Working With Children Check and clear national police check

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

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Our five key reasons to join our team are:



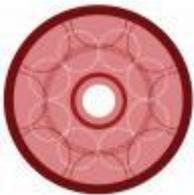
### You'll make a difference

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.



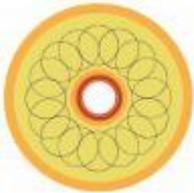
### You'll learn

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

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

## Our Programs

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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 Chart

