



Candidate Information Pack

Program Officer
Sydney

March 2019

The Opportunity

- ⦿ Newly-created role in our expanding high school program
- ⦿ Contribute to social justice for Aboriginal & Torres Strait Islander Australians
- ⦿ Varied role supporting the program's administrative and operational needs

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.

In this administrative and liaison role, you will work closely with our Program Coordinator and provide on-the-ground logistical support organizing our student camps as well as coordinating the ongoing support for our students and families. You will keep our program efficient and smooth running by providing administrative support to our Program Coordinator.

You will bring experience as an administrator, be well organized, comfortable with deadlines and enjoy working across a variety of activities. You'll need good interpersonal skills to effectively liaise with our stakeholders and you will take a collaborative, proactive approach to your work. An eye for detail, confidence with written skills and good IT skills will stand you in good stead.

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 a covering **letter** outlining your interest in the role and salary expectations as well as your **resume** 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



Role Statement

Reporting to:	Program Coordinator – Western Sydney
Location:	Based in Alexandria, Sydney, close to public transport (Redfern station and buses)
Employment Status:	Permanent, full-time
Probation Period:	Six months
Conditions:	Salary, superannuation and immediate access to salary packaging

Role Purpose

The role assists the Program Coordinator to manage our Western Sydney high school program, and helps enable us to meet our program objectives and create a rewarding experience for our students and other program stakeholders by:

- Undertaking event, logistical and administrative support.
- Collaborating with TAI specialist staff to implement student support mechanisms.
- Helping with providing a central point of contact for program stakeholders (including Elders, students, families, mentors and schools).

Success measures in this role include:

- Efficiency and accuracy of program support activities.
 - Stakeholder (Elders, students, parents, schools) liaison
 - Contribution to the team environment.
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Responsibilities & Key Activities

Camp & Other Event Logistics

- Assist with the selection of suitable venues for academic camps by researching appropriate accommodation, catering and other suppliers for the needs of each camp, taking into consideration student needs.
- Coordinate logistics for academic camps including:
 - ▶ Preparing and distributing relevant documents to students and other participants.
 - ▶ Arranging consent, medical and other relevant documentation from students and parents.
 - ▶ Arranging accommodation, transport and meals for participants and staff (within budget and to required quality standards).

- ▶ Arranging for the delivery of program resources at each venue, on time and within budget guidelines.
- ▶ Coordinating facilitators for camp activities.
- Attend camps and provide day-to-day operational support when required.

Program Support

- Assist in managing contact with Western Sydney program stakeholders, facilitating collaborative and productive relationships with students, parents, Elders, mentors and schools.
- Attend visits with program stakeholders, such as schools, as required.
- Produce a variety of program documentation such as handbooks, promotional material and presentations.
- Maintain program data and records in accordance with standard procedures and deliver reports on same as requested.
- Work with TAI's student support staff to provide necessary support and assistance for students such as tutoring, equipment and other academic resources.
- Arrange the purchasing, delivery and maintenance of student resources, including laptops, internet and mobile phones.
- Assist with program reporting (internal and for funding acquittals).
- Provide financial management support by:
 - ▶ Allocating line item expenses against funding line items; and
 - ▶ Copying, coding and filing of receipts and other relevant financial documents.

Child Safety

- Comply with the National Child Safety, Code of Conduct and Procedure.
- Provide a welcoming and safe environment for children and young people.
- Promote the safety and wellbeing of children and young people associated with the program.
- Interact with children and young people in ways which are positive and safe.
- Provide adequate care and supervision of children and young people associated with the program.
- Act as a positive role model for children and young people.
- Report to the National Program Manager or other appropriate person any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people.

Organisational Participation

- Work collaboratively with team members to contribute broadly to the achievement of Aurora objectives.
- Participate in organisational and team planning initiatives.
- Contribute to the smooth running of the office by undertaking general administrative duties, as requested.
- Provide regular reporting as required.
- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and Aurora's policies and procedures.
- Undertake other responsibilities and duties within the scope of this role, as directed.

Selection Criteria

Essential

- 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)
- Demonstrated ability to provide administrative and operational support across a variety of tasks
- Strong work organisation skills with the ability to work to deadlines
- Good attention to detail
- Strong interpersonal skills with the confidence to deal with a wide range of stakeholders
- Excellent written communication skills
- A collaborative, proactive and solutions-oriented approach to work
- High level of discretion in relation to confidential and sensitive information
- Strong general computer literacy, with intermediate skills in Microsoft Excel and Word

Desirable

- Tertiary or vocational qualifications
- Experience working with Aboriginal and Torres Strait Islander young people

Other Requirements

- Satisfactory police check
- Willingness to obtain a Working with Children / Vulnerable People Check
- Driver's licence
- Availability to attend residential camps during school holidays

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.



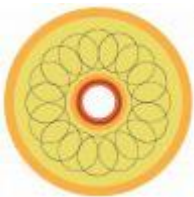
You'll learn

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**.

	<p>Respect</p> <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.
	<p>Collaboration</p> <ul style="list-style-type: none"> • We welcome feedback and adapt 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.
	<p>Accountability</p> <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.
	<p>Impact</p> <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 Chart

