



Candidate Information Pack

Project Coordinator
Western Sydney

November 2018

The Opportunity

- ⦿ Be part of a growing, innovative program to keep Indigenous kids on an education pathway
- ⦿ Use your skills to make a real difference in the lives of children and young people
- ⦿ Full-time role

As Program Coordinator, you will have a varied role encompassing community engagement, liaison with schools, working closely with children and their families, as well as attending to the operational and administrative aspects of the program.

With the support of the National Manager and our Alexandria-based team, this role takes responsibility for leading The Aspiration Initiative's program based in the Western Sydney region. It is an autonomous role offering plenty of variety such as:

- Working closely with program participants (high school students) and their families
- Engaging with community
- Liaising with schools
- Participating in school holiday camps
- Attending to operational and administrative matters.

To thrive in this role, you will be adept at forming and managing relationships with a variety of stakeholders, based on trust and respect. You will be self-directed as well as enjoy staying connected with your team, and demonstrate the leadership capacity to deliver on projects, including our holiday camps. You'll be well-organised, be able to write well and stay across the range of interesting activities in this role.

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

The Aurora Education Foundation (AEF) delivers The Aspiration Initiative (TAI), a program aimed at enhancing 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.

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).

Role Statement

Role:	Program Coordinator – Western Sydney
Reports to:	National Manager
Location:	Alexandria, Sydney
Employment:	Permanent, full-time

Role Context

The Aspiration Initiative (TAI) is an intensive academic enrichment program for Aboriginal and Torres Strait Islander young people that includes residential camps and individualized, case-managed support. The program runs from Year 8 through to the end of the first year out of high school with the aim to foster career aspirations, build academic skills and provide education opportunities.

Position Purpose

- To provide program coordination for TAI's Western Sydney operations including residential school holiday camps and case managed student support..
- To provide individualised academic supports for students and monitor student academic progress.
- To build and maintain strong collaborative relationships with parents/carers, key community groups, Elders, schools and other organisations.

Success measures in this role include:

- Student educational engagement and academic progress.
 - Feedback from internal and external stakeholders.
 - Adherence to internal protocols, policies and procedures.
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Responsibilities & Key Activities

Program Coordination

- Participate in Program planning and evaluation processes with the Program team and evaluators to achieve continuous improvement.
- Plan and coordinate in collaboration with TAI National Manager a minimum of three camps per year (each camp is one week in duration), including managing logistics and organisation, in accordance with Program procedures.
- Prepare Program materials for the camps in collaboration with Elders and Program team members, including content, lesson plans, resources, timetables and other activities in line with TAI curriculum.

- Attend camps to manage the environment and curriculum, ensuring safety of the participants and staff by adhering to industry best-practice guidelines.
- Adhere to budgetary constraints for all Program operations and activities, working with the National Manager including tracking expenditure in relation to Program expenses.
- Design and deliver appropriate structure for camp staff development and debrief days.
- Source, interview and induct new camp mentors with the support of the National Manager.
- Contribute to the development of Program promotional materials.
- Prepare regular progress reports, including compiling information highlights for camp newsletters and other information/data as required.
- Ensure that delivery of all TAI Program activities and services meet Aurora values and standards.
- Participate in on-going development of quality systems and standards and research, evaluation and innovation to support enhanced program delivery.

Student & Family Support

- Provide sustained, long-term support for Program students to stay on an education pathway, including working with families and schools to build strong relationships.
- Manage diverse student needs and respond and refer accordingly.
- Monitor the academic engagement and performance of the students, tracking and analyze school and tutoring results via the database and initiate academic supports when and where needed.
- Consult with families, schools and allied organisations to identify the support and assistance needed for students (for example, tutoring, mentoring, work experience, etc).
- Maintain data base/CRM; record and manage student and family case notes.

Stakeholder Engagement

- Establish and maintain strong collaborative relationships with key Aboriginal and Torres Strait Islander groups, community members and organisations critical to the Program and student success.
- Initiate and maintain ongoing contact with participating schools (principals, teachers, AIEOs) to foster strong relationships and support students.
- Liaise with relevant teachers and AIEOs from participating schools to monitor student progress and facilitate appropriate support and opportunities for students.
- Establish referral pathways with relevant community services to assist in supporting the physical, educational, social and emotional wellbeing of students.
- Develop and maintain strong partnerships with relevant stakeholders, including all levels of government, government departments, funding bodies and other community service organisations to ensure effective program operations.
- Participate in key networks and forums.
- Positively promote and represent Aurora Education Foundation and the needs of Aboriginal and Torres Strait Islander children and young people to the wider community where appropriate.

Safeguard Children & Young People

- Meet the Program's practice and behaviour standards by adhering to the Code of Conduct.
- 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 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 Manager or other appropriate person any suspicions, concerns, allegations or disclosures of alleged abuse.
- Report to the National Manager any criminal charges or convictions received during the course of employment.

Organisational Participation

- Work collaboratively with Program team members to contribute broadly to the achievement of the Program and its development.
 - 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.
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Role Requirements

Selection 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). Tertiary qualifications or substantial experience at a senior level in a relevant setting.
- Minimum 5 years' experience working in an educational or community program related role (e.g., teaching, university outreach, mentoring, community services, community development, capacity building).
- Demonstrated stakeholder management skills including the ability to encourage stakeholder participation and the ability to consult, mediate and facilitate effectively for timely outcomes.
- Demonstrated project management and program coordination skills with experience in developing, implementing and managing operational plans, projects, grants and budgets.
- Demonstrated ability to collect and interpret information including experience recording client information and case notes via data base/CRM.
- Effective leadership skills with experience in managing and leading staff, mentors and volunteers to promote a cohesive and effective team.
- Excellent communication skills, verbal and written, including the ability to develop reports, submissions and recommendations on complex program/service issues.
- High level time management skills with the ability to work autonomously, be self-directing, negotiate and set priorities, meet deadlines, initiate and follow up actions.

Other Essential Requirements

- Computer literacy.
- Availability to undertake travel and work outside standard business hours including during school holidays (to facilitate academic camps).
- Driver's licence (Class C).
- Valid Working With Children Check.
- Satisfactory Police Check.

Desirable

- Experience working with Aboriginal and/or Torres Strait Islander children and young people.

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:



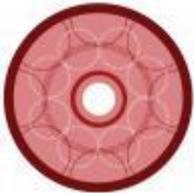
You'll make a difference

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.



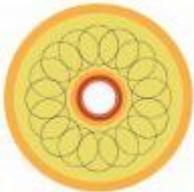
You'll learn

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

