

POSITION DESCRIPTION

Position Title	State Coordinator for The Aspiration Initiative (TAI) academic enrichment program, Western Australia
Responsible to	Director, The Aurora Project
Location	Western Australia
Employment Basis	Contract to 30 June 2013 with a possibility to extend
Hours	Full-time

POSITION SUMMARY

The State Coordinator (WA) will work with The Aspiration Initiative (TAI) team to develop and implement TAI's pilot academic enrichment program for Aboriginal and Torres Strait Islander students in WA. The program will provide support for students commencing Year 8 and will continue through to the end of the students' first year of university or other chosen pathway. Our aim is to ensure all TAI participants are eligible to attend university. This program will be the first of its kind in Australia, and if successful, has the potential to expand to other states in years to come. Key responsibilities include:

- coordinating and attending at least 20 days of residential programs each year
- providing sustained long-term support for TAI students and their families
- maintaining strong collaborative relationships with key community groups, Elders, schools and other organisations.

The position calls for an engaged, dynamic person who has a passion for education and has proven experience in youth work, teaching or program coordination. The State Coordinator will need to have strong project management and relationship management skills. We are looking for someone who will apply their organisation and creative skills to produce high quality programs for students and their families. Advanced interpersonal skills and proven experience in engaging with a wide range of people including, students, parents, teachers, principals and community members are essential.

This is an exciting, new, cutting edge program with the opportunity to make a significant difference in the lives of TAI participants.

Aboriginality is considered essential for this position under section 50(d) of the Western Australian Equal Opportunity Act.

KEY RESPONSIBILITIES OF THIS POSITION INCLUDE:

- 1. Management and coordination of at least three TAI residential programs a year in WA (minimum of 20 days in total)**
 - Manage logistical and organisational functions associated with TAI's residential programs. These include:
 - organising pre-program logistics including accommodation, transport and meals for participants and facilitators
 - working with curriculum designers on the preparation of program materials including content and lesson plans
 - participating in the post-program evaluation process with TAI team members, teachers and key stakeholders in order to make recommendations for improvements. This process will be conducted by independent evaluators
 - ensuring the safety of the participants and facilitators by adhering to industry best-practice guidelines
 - preparing progress and financial reports for key stakeholders

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- working within budgetary constraints, including tracking and forecasting expenditure (in conjunction with the Director)
- Contribute to the development of TAI promotional materials
- Contribute to the ongoing development of the residential programs, including managing additional activities that arise from the pilot program

2. Student relationship management

- Build and maintain strong relationships with all students, including regular phone calls and scheduled on-site visits
- Manage diverse student needs and respond accordingly
- Monitor and record student progress and outcomes
- Arrange support and assistance for TAI students as required, such as tutoring, mentoring, work experience opportunities and other activities in conjunction with TAI's team
- Organise special events for communities, students and families as required, such as bush walks, guest speakers, outings and other recreational activities
- Contribute to an online community forum for students in conjunction with TAI and the Aurora web design team. This would include uploading educational content and facilitating communication between students to ensure ongoing student learning and the development of a positive and supportive WA TAI group.

3. Stakeholder relationship management

- Develop and maintain strong collaborative relationships with key Aboriginal and Torres Strait Islander groups and community members, as well as other relevant stakeholders necessary for the delivery of the program
- Create and maintain ongoing contact with participating schools (principals and teachers) and communities in order to foster strong relationships.
- Liaise with the designated teachers from each participating school to monitor student progress and ensure that students receive appropriate support and opportunities
- Liaise with other State Coordinators to share ideas, learnings and outcomes from the programs

THE IDEAL CANDIDATE FOR THIS POSITION WILL HAVE THE FOLLOWING SKILLS AND ATTRIBUTES:

Essential

- Demonstrated experience working with people from a variety of backgrounds, including Aboriginal and Torres Strait Islander groups, Elders, representative bodies and other stakeholders across different ages and cultural groups
- Demonstrated knowledge of, and commitment to Aboriginal and Torres Strait Islander culture, education and community needs
- Demonstrated ability to work independently, exercising highly developed problem solving skills
- Demonstrated ability to work collaboratively with a team
- Demonstrated project management skills including strong organisational skills, experience working with budgets and the ability to work under pressure and meet deadlines
- Capacity to work flexible hours including weekends where necessary (particularly during and just prior to residential)
- University qualification in Education, Social Work or other relevant areas
- Full driver's licence (C class)

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- Experience in coordinating residential programs or related activities for young people
- Experience working in the education sector across Australia
- Experience working with Microsoft Office, Indesign, Photoshop and Skype
- Sound knowledge of social media
- Experience in uploading web content via CMS
- Senior First Aid qualifications

All applicants must obtain a Western Australian “Working with Children Check”.

ABOUT AURORA

The Aurora Project is a Sydney-based organisation that works in the Indigenous sector. Historically, the Aurora Project has worked in the area of native title, providing training and professional development to staff in Native Title Representative Bodies. Today Aurora is also undertaking a number of new education initiatives with the Charlie Perkins Trust for Children & Students, known collectively as The Aspiration Initiative (TAI). TAI aims to increase opportunities and support for Aboriginal and Torres Strait Islander high school students, helping to ensure they realise their potential at school, university and beyond. One of TAI’s projects is the development of a pilot academic enrichment program, involving a residential component (‘residentials’) and additional support for cohorts of Aboriginal and Torres Strait Islander secondary students. This program will be the first of its kind in Australia.

ABOUT THE PROGRAM

In September 2011, TAI launched its academic enrichment program in New South Wales and Victoria. TAI will begin in WA in 2012. For each state, 30 students in Year 8 participate in the program, with clusters of 3-4 students from approximately 8-10 schools. The students participate in at least 20 contact days (approximately 200 hours) each year for 5½ years, from the middle of Year 8 through to the completion of their first post-school year (university or other pathway). The program provides students with intensive, ongoing educational and related support primarily during holiday periods at residentials, but also throughout the academic year. In doing so, TAI works to advance and strengthen the academic skills of participants, building resilience and aspirations.

For more information visit: www.auroraproject.com.au

If you are interested in applying for this position, please email your resume (including details of at least two referees), academic transcript and a cover letter addressing the essential and desired skills to Georgia.Snow@auroraproject.com.au

For further information about the position, contact Georgia on 02 9469 8111.