

Position details			
Position	First Nations Community Engagement and Support Coordinator	Location	St George
Reports to	Centre Manager	employment type	Full time, until 30 June 2023
Direct reports	Nil	Approved by	Board

Purpose of the role
CUC Centres are highly connected learning communities which have been created to overcome the barriers to tertiary education for regional people. One of those barriers we aim to overcome with this program is having the necessary support for Indigenous students to improve overall education outcomes and increase participation particularly in tertiary education.

Major Accountabilities
Completing thorough and continual community consultation and building key stakeholder relationships to identify needs, key pain points and areas for collaboration.
Codesigning, planning and implementing key programs and projects including engagement activities and events, workshops, one-on-one support or other based on discovery from consultations that will contribute towards improved participation and educational outcomes.
Identifying available funding and preparing funding application to continue to support programs or projects that have been co-designed.
Reporting and documentation on programs and projects identified and implemented to Centre Manger, Board, key stakeholders.
Continued consultation with community and adapting programs based on key learnings, outcomes or feedback from programs implemented.
Identify at-risk students and support them to overcome barriers to success with Centre Manager.
Collaborate within the network where necessary to share knowledge and resources for best practice guidelines.
Document activities, procedures, contacts, and stakeholder engagement activities.
Comply and when necessary, contribute to health and safety protocols in the workplace.

Key Performance Indicators

The project adopts innovative approaches to improving aspirations and outcomes for First Nations students, including through service delivery, partnerships and community engagement.

The project delivers increased access and participation of study by First Nations students in the Balonne region.

Selection Criteria

Essential:

Passionate and enthusiastic about creating opportunities for First Nation students.

Demonstrated high level interpersonal and communication skills with the ability to connect with and engage others on an individual level as well as lead small groups and workshops.

Demonstrated capacity to work as part of a team and contribute to a positive teamwork environment.

Ability to build relationships with stakeholders from diverse backgrounds and create culturally safe spaces to empower the community to participate.

Demonstrated ability in project implementation through professional communication and reporting

Proven time management and organisational skills with the ability to manage competing priorities.

Demonstrated proficiency in the use of digital technologies such as word, excel, outlook etc.

Current Drivers Licence (QLD)

Current Working with Children Check (QLD) or willingness/ability to gain this.

Desirable:

Undergraduate degree or working towards (preferred humanities, such as Education, Arts, Social Sciences, Linguistics, Indigenous Culture or similar)

Previous experience in providing learning support to students.

Previous record of positive leadership, facilitating groups/workshops, and/or assisting others in skill development

Other Information

- This position requires occasional travel and after-hours attendance at the Centre or other locations for specific planned events.
- From time to time this position may be assigned additional tasks within skill level, competency, and experience to meet short-term operational needs.
- This position will be provided with relevant training at commencement, and ongoing training opportunities as the role progresses.
- This position falls under the Higher Education Industry – General Staff – Award 2010