

Position Description

Position details

Position	Widening Participation Officer (WPO)	Location	St George
Reports to	Centre Manager	Employment type	Part time, contract

Purpose of the role

The Widening Participation Officer (WPO) will work within the CUC Balonne team, and in collaboration with university partners, to deliver school outreach and widening participation activities to support local young people in their post-school aspirations.

Major Accountabilities

Coordinate and manage outreach and widening participation programs to increase local participation in Higher Education.

Deliver outreach and widening participation programs in local schools in collaboration with university partners, community groups, and local industry.

Engage with local schools to build strong working relationships between the CUC and partner universities to ensure successful and locally relevant widening participation activities.

Drive Continuous Quality Improvement (CQI) through all widening participation activities with the support of the CUC Central Evaluation Team and university partners.

Contribute to the ongoing evaluation of Widening Participation activities including collecting and analysing local data in collaboration with the CUC and university partners.

Work collaboratively with other WPOs across the CUC Network to share best practice.

Skills and Experience

Excellent communication skills, including the ability to consult, negotiate, problem solve and liaise effectively with a diverse range of people.

Experience coordinating activities or events with young people in an education environment.
Demonstrated ability to work collaboratively in a small team to achieve collective outcomes.
Demonstrated ability to speak publicly, make presentations, and coordinate activities with school students, parents, teachers, community groups and industry.
Strong organisational and administrative skills and demonstrated ability to prioritise workload and meet strict deadlines while working in a high volume, process driven environment with variable workflow patterns.
Passionate and enthusiastic about creating opportunities for regional students.
Ability to travel to schools and community groups
Current Drivers Licence
Desirable
Experience working with universities or TAFE.
Completed or studying tertiary a qualification.
Other information
<ul style="list-style-type: none"> ▪ 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 falls under the Post-Secondary Education Award.