

### Position Details

<b>Position</b>	Community Engagement and Education Officer – First Nations	<b>Location</b>	St George and Dirranbandi
<b>Reports to</b>	Centre Manager, CUC Balonne	<b>Employment Type</b>	Full time
<b>Approved by</b>	CUC Balonne 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 the barriers we aim to overcome with this program is having support for First Nations' students to improve overall education outcomes and increase participation, particularly in higher education.

### Major Accountabilities

Building and maintaining key stakeholder relationships, and consulting with community, to identify needs, challenges and areas for collaboration.

Co-designing, planning and implementing programs and projects, including engagement activities and events, workshops, one-on-one support or other activities based on discovery from consultations, that will contribute towards improved participation and educational outcomes.

Work collaboratively with the Centre Manager to develop short-term and long-term targets and strategies.

Support the Centre Manager in identifying available funding and preparing funding applications for programs and projects

In collaboration with key stakeholders, identify at-risk students and support them to overcome barriers to success.

Engage in fortnightly supervision sessions with Centre Manager.

Work with the Widening Participation Officer to support young people in their aspirations.

Collaborate within the network where necessary to share knowledge and resources for best practice.

Document activities, procedures, contacts, and stakeholder engagement activities

Comply with, and contribute to, health and safety protocols in the workplace.



## Key Performance Indicators

Service delivery: working collaboratively to support students and to promote culturally sensitive, inclusive services and environments.

Partnerships: building a network of sustainable, mutually supportive partnerships with shared understandings and objectives. Creating and managing a stakeholder map.

Community Engagement: working broadly across community, while prioritising First Nations organisations, meetings and events.

Access and Participation: contributing to improved education and employment outcomes through innovative approaches to nurture aspirations and overcome challenges.

## Key Selection Criteria

### Essential

Passionate and enthusiastic about creating opportunities for First Nations' people.

Demonstrated interpersonal and communication skills, with the ability to connect with individuals and small groups.

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.

Time management and organisational skills.

Experience in the use of digital technologies including Office 365.

Current Drivers Licence (QLD).

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

### Desirable:

Certificate IV or higher in areas such as Education Support, Community Services, Social Sciences, or Indigenous culture.

Previous experience in support services and/or Not-For-Profit organisations

## 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*.
- Remuneration will be based on qualifications and experience.