



Candidate Information

Scholarships Program Officer

September 2020

● Investing in Potential ● Inspiring Excellence ● Transforming Lives

The Opportunity

- ◉ Use your administrative skills to make a difference
 - ◉ Varied role with plenty of people contact
 - ◉ Alexandria location (Sydney)
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At Aurora, our goal is for every Indigenous student to access the right educational opportunities so they realise their academic potential. For some, that's completing Year 12 and for others, that's a PhD from Harvard. We're aiming to shift the paradigm about what is possible for Aboriginal and Torres Strait Islander people, starting with students in Year 8 with our High School Program, all the way through to post-graduate studies at international universities with our Scholarships Program. We invest in potential to inspire excellence and transform lives.

This role is in our Scholarships Team. You will provide active, day-to-day support for our Scholarships Manager, working on a variety of administrative and operational tasks. Your work will span stakeholder liaison, data management, documentation, event management, amongst other activities.

This role will suit you if you:

- Have confident communication skills, able to liaise with many different stakeholders
- Have solid experience administrative / operational experience
- Have a natural can-do approach to work
- Enjoy working collaboratively within a small team
- Can comfortably manage the variety this role offers, balancing different activities, and handling interruptions and competing priorities with ease
- Are highly confident with technology (Advanced Excel a must).

We offer a culturally-safe, 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 benefits.

This role is available for Aboriginal and Torres Strait Islander applicants only.

How to Apply

Please send your full resume and a covering letter explaining your motivation for applying and outlining how you meet the selection criteria in the role statement to:

Email: careers@aurorafoundation.com.au

Initial Enquiries: carol.lewis@aurorafoundation.com.au

Our Scholarships Program

Nine years ago, there had never been an Indigenous Australian studying at Oxford or Cambridge consistently, two of the top five universities in the world. Today, 43 Indigenous postgraduates have been accepted to these two universities, and so far, 28 out of 28 have graduated. These high-achieving scholars are the role models for the next generation.

Our Scholarship Program, Executive Education Bursaries and Study Tour have opened up pathways to international academic excellence for Indigenous students. The programs complement each other – the Study Tour to universities in the UK and the US nurtures aspirations and demonstrates what is possible. The Charlie Perkins and Roberta Sykes Scholarships and the Roberta Sykes Bursaries (which we administer) make overseas study a reality.

Through our programs, we support a steady stream of Indigenous scholars overseas. This will not solve all the issues; however, it will create a network of highly educated, academically successful Indigenous Australians as role models and champions, kindling ambition and raising expectations at all levels.

What Our Scholars Say

Jessica Buck, 2014 Charlie Perkins Scholar completed a MSc in Neuroscience in 2015 and has just completed a DPhil in Oncology at Green Templeton College, Oxford. In 2019, she was named Young Australian Achiever of the Year in the UK. In her acceptance speech, she said *Our mob are doing great things in mathematics, in medicine, in the arts, and in the sciences. We are setting a path for the next generation of young Australians to follow.*

Chloe Ford, 2017 Study Tour participant

Every step we take makes the staircase a little easier to climb for the next person. We are climbing the steps that have been laid by the people that came before us, and it is up to us to lay the next steps for the people that will come after us.

Recent Study Tour Groups



2018



2019

About Aurora

OUR VISION

A future where the next generation of Aboriginal and Torres Strait Islander Australians achieve equitable participation at the highest level – in academia, the professions, in boardrooms and across government.

OUR ASPIRATION

Through our interconnected programs, we aim to engage with over 50,000 Aboriginal and Torres Strait Islander people across Australia over the next 5 years. Our role is to **inspire** every Indigenous student in their education journey, **connect** them with educational and career opportunities that enable them to realise their potential, and **guide** them in this journey.

Supported by Aurora, students and scholars are achieving **unparalleled outcomes** that transform lives. We will continue to shift the conversation to one of proud and talented Indigenous students with limitless potential. In order to achieve systemic change, we are committed to an authentic and trusted approach, evidence-based decision making and a long term focus.



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.



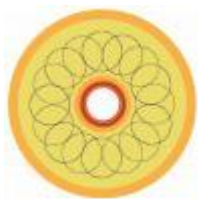
You'll learn

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**.

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**.



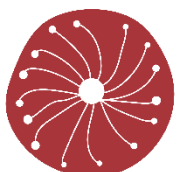
Respect

- 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.



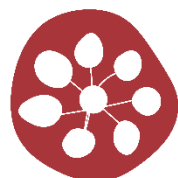
Collaboration

- We welcome feedback and adapt 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.



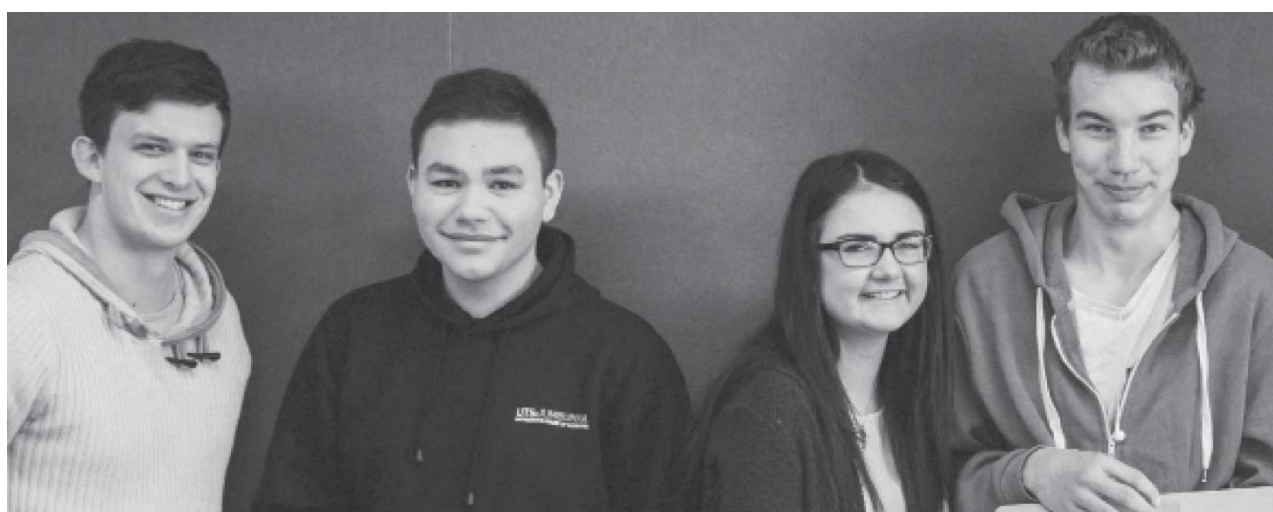
Accountability

- 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.



Impact

- 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.



Role Statement

Role:	Scholarships Program Officer
Reports to:	Scholarships & Outreach Manager
Employment Status:	Permanent (subject to funding), full-time (38 hours per week)
Probation Period:	Six months
Location:	Alexandria, Sydney

Position Purpose

As part of a small team, this role assists in the smooth running of the Scholarships Program and Trusts administration by providing day-to-day operational support.

Success measures in this role include:

- Timeliness and accuracy of task completion.
 - Efficiency of administrative processes.
 - Contribution to team dynamics.
 - Alignment with Aurora values.
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Responsibilities & Key Activities

Scholarships & Internships Support

- Assist the Manager in the administration of international and national scholarship applications including circulating application materials, coordinating interview times, making travel arrangements for applicants and panel members and maintaining application records.
- Respond to enquiries about scholarships.
- Liaise with potential and current scholarship applicants.
- Assist with providing support to scholars, reporting requirements and processing stipend payments.
- Provide assistance with scholarship documentation such as offer letters and agreement.
- Assist the Manager with internship administration including promotion, travel and accommodation, stipends and reporting requirements.

International Study Tour

- Assist the Trusts Manager in the application and selection process of Study Tour participants.
- Provide support for all aspects of the Study Tour: logistics, participants briefing and stakeholder liaison (such as domestic and international universities and funders).
- Contribute to the development of pre-departure events and workshops for Study Tour participants.
- Manage the compilation of Study Tour participant reports and evaluations.

Promotional Activities

- Assist the Manager in the creation of publications for the scholarship trusts, including: newsletters; flyers; posters; handbooks, website content and other material.
- Assist with event management for the International Study Tour VIP events, overseas conferences and forums.
- Help with the promotion of scholarship application process (including Charlie Perkins Scholarships, Roberta Sykes Scholarships, fellowships and bursaries) and the International Study Tour.

Administrative Support

- Provide administrative support for the Charlie Perkins Trust and the Roberta Sykes Trust board meetings (such as drafting agendas and minutes, scheduling meetings).
- Manage the filing of all ***scholarships*** emails in Outlook.
- Manage all travel requirements for Trustees to attend relevant events (flights, accommodation, cab charges).
- Maintain accuracy of records including donors and stakeholder lists, and the scholar's database (including information on Dynamics).
- Respond to telephone and email enquiries from stakeholders.

Cultural Safety

- Comply with cultural safety principles about overcoming the cultural power imbalances of places, people and policies to contribute to improvements in Aboriginal and Torres Strait Islander education. This includes:
 - Continuously growing and applying understandings Aboriginal and Torres Strait Islander cultures;
 - Actively reflecting critically on the potential for one's own unconscious bias;
 - Continuously supporting organisational reform (internally and externally) to ensure procedures, process and program practices are culturally safe.

Child Safety / Working with Vulnerable People

- Comply with the National Child Safety, Code of Conduct and Procedure.
- 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 are positive and safe.
- When required, 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 an appropriate person any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people.

Organisational Participation

- Work collaboratively with team members to contribute broadly to the achievement of Aurora objectives.
- Participate in organisational and team planning initiatives.
- Provide regular reporting as required.
- Assist with general office and administration duties when needed.
- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and Aurora's policies and procedures.
- Undertake other responsibilities and duties within the scope of this role, as directed.

Selection Criteria

Essential

- To be Aboriginal and / or Torres Strait Islander is a genuine occupational requirement under s14 of the Anti-Discrimination Act 1977 (NSW).
- A demonstrated understanding of Indigenous histories, cultures, organisations and the issues facing Indigenous people in Australia meeting their aspirations for their communities and families.
- The ability to communicate effectively with Indigenous people, stakeholders and organisations.
- Solid experience at an administrative level.
- A strong eye for detail and task orientation.
- An aptitude to work towards multiple deadlines with a calm and measured manner.
- Excellent written and verbal communication skills.
- A hands-on, collaborative and helpful approach to teamwork.
- Ability to balance taking direction and exercising initiative.
- Confident IT skills including Advanced Excel, Word, with extensive experience with CRMs highly regarded.

Other Requirements

- Willingness to obtain a Working With Children Check.
- Satisfactory national police check.

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.