

Widening Participation Officer Position Description

Position details					
Position	Widening Participation Officer (WPO)	Location	Clarence Valley – Grafton		
Reports to	Centre Management	Contracted Hours	20–26.25 hours per week (to be negotiated)		
Award	Educational Services (Post-Secondary Education) Award 2020	Funding	Commonwealth Government’s RPPPP (until 30 December 2025) CSP Funding post 2025		
Classification	General Staff Level 3–Level 9 (according to qualifications and experience)	Ordinary Hourly Pay	As at 27/05/2025		
			Level	Casual	Part-Time
			3	\$35.86	\$28.69
			4	\$38.69	\$30.95
			5	\$42.94	\$34.35
			6	\$46.10	\$36.88
			7	\$49.95	\$39.96
			8	\$56.24	\$44.99
			9	\$59.46	\$47.57

Purpose of the role

The Widening Participation Officer (WPO) will work within the CUC Clarence Valley team, to co-ordinate and deliver a widening participation program. This will involve schools and community outreach, in collaboration with university partners, as per the Commonwealth Government's Regional Partnerships Project Pool Program, conditions of grant. Activities will be designed to promote young people's post-school aspirations and increase local participation in higher education.

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 CUCCV 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.
- Develop and deliver workshops to increase awareness around higher education opportunities in Clarence Valley.
- Collaborate with other stakeholders (SCU, UOW, TAFE, RIEP, EPP) to create community outreach opportunities

Skills and Experience

- Excellent interpersonal and communication skills, including the ability to connect with others and consult, negotiate, problem-solve and liaise effectively with a diverse range of people.
- Skills and/or experience in coordinating activities or events with young people in an educational environment.
- Ability to work collaboratively in a small team to achieve collective outcomes and contribute to a positive team environment.
- Ability to speak publicly, make presentations, and coordinate activities with school students, parents, teachers, community groups and industry.
- Proven time management and organisational skills with the ability to manage competing priorities.
- Professional communication and reporting skills, including to students, Centre Manager and stakeholders.
- Demonstrated proficiency in digital technologies such as Word, Excel, Outlook, databases, Canva, social media platforms

Essential

- Ability to travel to schools and community groups.
- Current Drivers Licence.
- Current Working with Children Check.
- Undergraduate degree.
- Ability to work independently with limited direction.
- Passionate and enthusiastic about creating opportunities for regional students.

Desirable

- Experience working with/in schools, and universities and/or TAFE.
- Experience working with Aboriginal and Torres Strait Islander communities.
- First Aid / Mental Health First Aid Certificates
- Postgraduate degree

Other information

- From time to time this position may be assigned additional tasks within skill level, competency, and experience, to meet short-term operational needs.
- Staff are expected to read, understand and follow all CUCCV Policies.

I have read, understood and agree to this position description and the CUCCV Policies.

Employee Signature:

Date:

Centre Manager Signature:

Date: