

School Outreach Officer

Position Description



| Position details | | | | | | | | | | | | | | | | | | | | | |
|-----------------------|--|----------------------------|---|-------|--------|-----------|---|---------|---------|---|---------|---------|---|---------|---------|---|---------|---------|---|---------|---------|
| Position | School Outreach Officer | Location | Clarence Valley - Grafton | | | | | | | | | | | | | | | | | | |
| Reports to | Centre Management | Ordinary Hourly Pay | Casual on-call | | | | | | | | | | | | | | | | | | |
| Award | Educational Services (Post-Secondary Education) Award 2020 | Funding | Commonwealth Government's RPPPP (until 30 June 2025) CSP Funding post 30 June | | | | | | | | | | | | | | | | | | |
| Classification | General Staff Level 3-Level 7 (according to qualifications and experience) | Ordinary Hourly Pay | As at 19/03/2025 <table border="1"> <thead> <tr> <th>Level</th> <th>Casual</th> <th>Part-Time</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>\$35.86</td> <td>\$28.69</td> </tr> <tr> <td>4</td> <td>\$38.69</td> <td>\$30.95</td> </tr> <tr> <td>5</td> <td>\$42.94</td> <td>\$34.35</td> </tr> <tr> <td>6</td> <td>\$46.10</td> <td>\$36.88</td> </tr> <tr> <td>7</td> <td>\$49.95</td> <td>\$39.96</td> </tr> </tbody> </table> | 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 |
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Purpose of the role

The School Outreach Officer will work within the CUC Clarence Valley team, to deliver a widening participation program. This will involve schools and community outreach, in collaboration with university partners. Activities will be designed to promote young people's post-school aspirations and increase local participation in higher education.

- Major Accountabilities**
- Implement 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.
 - Collaborate with other stakeholders (SCU, UOW, TAFE, RIEP, EPP, local Career Advisor network) to create community outreach opportunities

Key Selection Criteria

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 delivering activities or events with young people in an educational environment.
- Ability to work flexibly and 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.
- Higher-education qualifications
- Ability to work flexibly and 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
- Undergraduate/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: