

First Nations Engagement & Support Officer

Position Description



Position details																					
Position	First Nations Engagement & Support Officer	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	Private Funding																		
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 First Nations Engagement & Support Officer will work within the CUC Clarence Valley team to deliver a First Nations engagement program and complement the existing student support and widening participation programs. The purpose of this role is to support Aboriginal and Torres Strait Islander students in higher education through culturally-responsive community engagement strategies, targeted educational support and mentoring and community consultation, including schools and community groups. Activities will be designed to promote First Nations post-school aspirations and increase local participation in higher education.

- Major Accountabilities**
- Undertake thorough and continual community consultation to identify, build, establish, maintain, evaluate and review needs, challenges and areas for collaboration for First Nations students.
 - Individually and collaboratively design, plan, implement and evaluate programs and projects (such as engagement activities and events, school outreach, workshops, and one-on-one support) to elevate Aboriginal and Torres Strait Islander participation and educational engagement.
 - Identify available funding and prepare funding applications to continue to support programs or projects.
 - Track activities, contacts and engagement, through qualitative and quantitative data, to report on events, projects and programs to Centre Management and stakeholders.
 - Identify at-risk students and provide support and mentorship to overcome barriers to success, in collaboration with other CUCCV staff and stakeholders.
 - Collaborate within the CUC Network, where appropriate, to share knowledge and resources for best practice.
 - Engage with local schools to build strong working relationships between local First Nations students, the CUCCV and other stakeholders.

Key Selection Criteria

Skills and Experience

- Excellent interpersonal and communication skills.
- Experience coordinating events, activities and/or programs, particularly with a First Nations focus.
- Experience providing tailored, one-on-one mentor support for learners.
- Skills in building relationships with a diverse range of people through empathy, engagement, consultation, negotiation, and problem-solving.
- Experience working independently, with limited direction, and collaboratively to achieve defined outcomes and contribute to a positive team environment.
- Experience in project management, data tracking and producing written reports.
- Experience speaking publicly, making presentations, and coordinating activities with school students, parents, teachers, university students, community groups and/or industry.
- Skills in managing competing priorities through time management and organisational skills
- Skills in using digital technologies such as Office Suite, Google Suite, databases, Canva, social media platforms

Essential

- Ability to travel to schools/community groups; Current Drivers Licence.
- Current Working with Children Check.
- Higher-education qualifications (or working toward)
- Passion and enthusiasm for creating educational opportunities for First Nations 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
- Local First Nation knowledge, heritage and/or community connection
- Experience in identifying, preparing and securing funding opportunities.

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.
- This position requires occasional travel and after-hours attendance at the Centre or other locations for specific planned events.
- 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: