

First Nations Education Officer

Position details			
Position	First Nations Education Officer	Location	St George
Reports to	Centre Manager	Employment type	Full time, until 30 June 2025
Approved by	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 those barriers we aim to overcome with this program is having the necessary support for First Nations' students to improve overall education outcomes and increase participation particularly in tertiary 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.
Strategic planning, with short-term and long-term targets and strategies with quarterly reviews with the Centre Manager. Reporting and documentation will be shared with the Centre Manager, Board and stakeholders.
Identifying available funding and preparing funding applications to continue to support programs or projects that have been co-designed.
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 for quarterly reporting.
Comply with, and when necessary, contribute to health and safety protocols in the workplace.

Key Performance Indicators
Service delivery: working collaboratively support students, promoting culturally appropriate, 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 Nation people.

Demonstrated high level interpersonal and communication skills, with the ability to connect with individuals, as well as lead small groups and workshops.

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.

Demonstrated ability in project implementation through professional communication and reporting.

Time management and organisational skills.

Demonstrated proficiency 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:

Undergraduate Degree or diploma, or working towards (preferred humanities, such as Education, Arts, Social Sciences, Linguistics, Indigenous Culture or similar).

Previous experience in providing learning support to students.

Previous record of positive leadership, facilitating groups/workshops, and/or assisting others in skill development.

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*.