Country Universities Centre
EASTERN TASMANIA

Position Description

Position Details			
Position	Community Programs Officer, CUC Eastern Tasmania	**Location**	Eastern Tasmania – various locations
Reports to	Centre Manager, CUC Eastern Tasmania	**Employment Type**	0.6 FTE Fixed term
Direct Reports	N/A	**Approved by**	CUC Eastern Tasmania Management

Purpose of the role

Working from the Country Universities Centre Eastern Tasmania office in St Helens and across the Eastern Tasmania region, the Community Programs Officer (CPO) will work within the CUC Eastern Tasmania team, and in collaboration Study Hubs Australia and university partners, to deliver community outreach and activities to support local people in their post-school aspirations.

The CPO will drive a program to widen participation in higher and vocational (tertiary) education by innovating activities with our community, and program partners, that raise aspirations and encourage people to enter into and be set for success in tertiary education.

They will lead the creation of programs and activities and the delivery and reporting of outcomes. They will foster relationships with education providers, local schools and other local stakeholders to strengthen place-based education outcomes and help shape the education landscape for students in this region.

Major Accountabilities

Coordinate and manage the design and delivery of outreach programs to increase local participation in tertiary education, in particular a pilot Study Hubs in Place program with dedicated funding.
Deliver outreach and widening participation programs in collaboration with university partners, vocational training providers, community groups, schools, industry/employment networks and other key stakeholders.
Engage with local schools to build strong working relationships between the CUC Eastern Tasmania and schools to ensure successful and locally relevant widening participation activities.
Help foster strong working relationships between the CUC Eastern Tasmania and university and vocational education partners to ensure successful and sustained activities.
Represent CUC Eastern Tasmania at relevant community events to build and maintain community awareness and knowledge of the Centre; and collaborate on community activities and projects.
Help drive Continuous Quality Improvement (CQI) as part of the CUC Eastern Tasmania team, with support from the Study Hubs Australia Program Evaluation Team and university partners.
Contribute to the ongoing evaluation of Widening Participation activities including collecting and analysing local data in collaboration with Study Hubs Australia Program and university partners.

Work collaboratively with other staff in equivalent roles across the study hub networks to share best practice, in particular our affiliated entity, the Country Universities Centre network.

Key Selection Criteria
Essential:
Excellent communication skills, including the ability to speak publicly, consult, negotiate, problem solve and liaise effectively with a diverse range of people, including school students, parents, teachers, community groups and industry.
Demonstrated experience working with students or young people and planning, coordinating activities or events for young people and capacity to plan and implement programs.
Demonstrated ability to work collaboratively in a small team and/or in working groups with a range of stakeholders to achieve collective outcomes.
Demonstrated ability to contribute to the evaluation and reporting of programs or activities.
Strong organisational and administrative skills and demonstrated ability to prioritise workload and meet strict deadlines while working in a high volume, process driven environment with variable workflow patterns.
Excellent computer skills, including proficiency in the Microsoft Office suite and social media platforms.
Essential requirements:
Current Drivers Licence.
Current Working with Vulnerable People Card (Tasmania) or ability to gain this.
Current Workplace First Aid Certificate or preparedness to gain this.
Desirable Criteria:
Proven experience working with or within education, employment provider or supporting transition or future pathways.
Experience working with Aboriginal and Torres Strait Islander peoples.
Experience working in a not-for-profit organisation.
Current Mental Health First Aid Certificate or preparedness to gain this.

Other Information

- This person will be employed by East Tas Education and Employment Ltd trading as CUC Eastern Tasmania for a fixed term until end February 2028.
- This position will require some travel and after-hours attendance at the Centre and other locations for outreach activities and 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.
- The successful candidate will be provided with relevant training at commencement, and ongoing training opportunities as the role progresses.
- This position is remunerated under the Educational Services (Post-Secondary Education) Award 2020 – General Staff. Level 7.1.
- The position includes:
  - 12% superannuation in addition to base salary.
  - Leave entitlements in accordance with National Employment Standards.
  - Access to CUC Employee Assistance Program.
  - Professional Development opportunities.

- Flexible work arrangements.