Community Programs Officer – Country Universities Centre Eastern Tasmania

Employment type:	0.6 FTE Fixed Term
Location:	St Helens and various locations across Eastern Tasmania, TASMANIA
Salary:	Educational Services (Post-Secondary Education) Award 2020 – General Staff. Level 7.1

Join an exceptional national network of university study hubs and work locally to enhance education opportunities and attainment in Eastern Tasmania.

ABOUT US

Country Universities Centre Eastern Tasmania (CUC Eastern Tasmania) is a Regional University Study Hub operated by East Tas Education and Employment Ltd. We provide quality facilities and support to students in our local region, regardless of their university or training provider. Our services are free with funding from the Australian Government's Regional University Study Hub (RUSH) program. We are affiliated with the Country Universities Centre (CUC), a network of Centres providing support, connection, and dedicated facilities for higher and vocational education students and activities to raise aspirations and widen participation in tertiary education in rural, regional and remote Australia.

THE ROLE

This is a highly rewarding and unique opportunity to collaborate, design and deliver community outreach activities that raise aspirations and help shape the education landscape for people in eastern Tasmania.

You will innovate activities with our community and program partners, that help people see and understand opportunities, and study and work pathways available to them; and encourage and enable more local people to enter into, and be set for success in tertiary education.

As Community Programs Officer you will:

- Lead the creation of outreach programs and activities and the delivery and reporting of outcomes.
- Foster relationships with education and training providers, local schools and other local stakeholders to strengthen place-based education outcomes.
- 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 allocated funding.

We are looking for

- Someone with a positive, creative, resourceful, resilient and 'can do' attitude ready to connect with local students, community members industry and business representatives, schools and education providers to co-design and deliver outreach activities.
- A self-motivated, friendly and generous team player who will enjoy collaborating and building strong relationships with our CUC team, local jobs hub, our partners (including universities, national networks and vocational training providers), local schools and community members.
- An experienced program coordinator who is inspired and keen to collaborate on developing new opportunities and ways to promote and enhance tertiary education opportunities and study and work pathways.
- A highly organised individual who enjoys working both autonomously, and in a team, with strong time management and high-level computer skills.

Remuneration and Benefits:

- 0.6 FTE equivalent. Educational Services (Post-Secondary Education) Award 2020. General Staff Level 7.1
- 12% superannuation in addition to base salary.
- Leave entitlements in accordance with National Employment Standards.
- Access to the CUC Employee Assistance Program.
- Professional Development opportunities.
- Flexible work arrangements.

HOW TO APPLY

Applicants must submit:

- A brief cover letter of no more than 2 pages, addressed to the Centre Manager, to introduce yourself and tell us something that interests and excites you about this role.
- Responses to the Key Selection Criteria as detailed in the Position Description.
- A maximum 2-page resume, including contact details for 2 referees.

Applications close at 11.59PM on Monday 16 November 2026 and must be emailed to Leah.page@cuceasterntasmania.edu.au

Confidential enquiries can be made to Leah Page, Centre Manager on 0417 218 735. You can obtain a copy of the Position Description by emailing the Centre Manager Leah.page@cuceasterntasmania.edu.au or downloading a copy from our website.

Applicants must have current work rights in Australia.

Thank you for your interest in CUC Eastern Tasmania!
Find out more about us www.cuceasterntasmania.edu.au and Country Universities Centre www.cuc.edu.au