POSITION DESCRIPTION

Position: Equity Project Officer (Outreach E learning)
Classification: Level 7
Incumbent: New Position
Department: Student Life and Learning
Reports to: ASPIRE Operations Manager or Director SEADU
Written by: Ann Jardine
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A. Job Purpose
The Outreach Project Officer will support the social inclusion work of the Student Life and Learning (SLL) in particular the ASPIRE suite of programs, which work to raise the education aspirations of students from low socioeconomic status (SES) backgrounds within partner schools in Sydney and regional NSW.

The position will work in collaboration with SLL staff to develop, coordinate and implement specific aspects of the Unit’s outreach work. These may include any part of the work such as school and community activities, camps, mentoring and tutoring and resource development. This role will have a particular focus on developing E learning resources. The work will take place within metropolitan and regional NSW. Travel intrastate to work with partner schools and communities is a necessary part of the job.

B. Duties
• Work in collaboration with the relevant staff to develop, implement and evaluate identified aspects of the outreach work particularly the ASPIRE program of activities under the ASPIRE banner.
• Liaise with partner schools external bodies and relevant areas of UNSW to coordinate their participation and input in ASPIRE activities.
• Manage the successful delivery of ASPIRE activities within schools, on campus and in the community.
• Research best practice within the widening participation field on an ongoing basis to inform future development of outreach work.
• Actively support a social inclusion agenda that encourages fair access to education.
• Provide additional support within SEADU as required.
• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that their actions or omissions do not impact on the health and safety of others in the university.

C. Environment/Impact
At approximately 9%, access rates for low SES students to UNSW remain below the national access levels of approximately 16%.

ASPIRE is an initiative of UNSW which works to address access rates and social exclusion by working with students in metropolitan Sydney and regional NSW schools to support their aspirations and seek a university education.
The ASPIRE program currently has partnerships with 57 schools and communities across metropolitan and regional NSW. In 2013 ASPIRE worked with over 10000 students running over 400 in school workshops and over 15 events on campus including residential.

**D. Reporting Relationships**
The position will report to an ASPIRE Team Leader who in turn reports to the ASPIRE Operations Manager.

There are no staff reporting to the position on a regular basis, although the position may supervise casual staff from time to time. The position will supervise UNSW students engaged in ASPIRE activities.

**E. Principle Accountabilities**
1. Ensure the efficient and effective management of delegated areas of the project. This will include work in Sydney and regional NSW.
2. Meet the necessary deadlines and key performance indicators of the ASPIRE program.
3. Successfully develop, implement and evaluate ASPIRE activities and resources.
4. Successfully develop and maintain necessary working relationships.
5. Maintain up to date knowledge of research and practice in the area of widening participation.
6. Contribute to the overall work of the Unit.
7. Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that their actions or omissions do not impact on the health and safety of others in the university.

**F. Minimum Education Required**
A relevant degree and experience or an equivalent combination of qualifications, training and experience. A degree in the areas of Education, Educational Psychology or Community Development would be highly desirable.

**G. Selection Criteria**
1. A relevant degree or an equivalent level of knowledge gained through any combination of qualifications, training and experience.
2. High level communication skills including proven presentation skills, ability to communicate effectively with young people and the ability to write effectively for a wide range of audiences.
3. Demonstrated experience of working within an E learning environment and competency in working with digital technologies.
4. Demonstrated experience of or interest in working with young people from primary age onwards.
5. Proven ability to build and maintain positive relationships with a wide variety of people, including University staff, University students, school staff and external partners.
6. Demonstrated knowledge and understanding of the potential issues and barriers faced by Indigenous Australians and persons from a refugee or culturally and linguistically diverse (CALD) background, particularly as they relate to education; and the ability to communicate sensitively and effectively with people in those communities.
7. Proven ability to work flexibly, show initiative and contribute ideas as part of a cohesive team.
8. Demonstrated high level ability to plan, manage and carry out projects within set timeframes.
9. Demonstrated high level analytical evaluation and problem solving skills
10. Demonstrated high level organisational and administrative skills including the ability to prioritise tasks and operational needs, and work independently to strict deadlines.
11. Demonstrated knowledge of the Australian school and University systems and an understanding of the barriers to university level study.
12. A full and unencumbered driver’s licence.
13. Ability to work outside of normal working hours and work at locations across Sydney and NSW.
14. Willingness and capacity to implement required OHS policies and safe work practice and ability to implement equal opportunity and diversity policies and programs.

The successful applicant will be required to undergo a working with children check.

Applicants must address all selection criteria