



STARS PROGRAM COORDINATOR @ SOUTH GRAFTON HIGH SCHOOL

An exciting new role based in South Grafton supporting Aboriginal girls to succeed in school. This is an opportunity to join a wonderful team and make a real difference in the lives of First Nations young women.

The mission of Stars Foundation is to support and enable Aboriginal and Torres Strait Islander girls and young women to make active choices towards realising their full potential in all aspects of their development and wellbeing. Our purpose is to improve education, health, and employment outcomes for Aboriginal and Torres Strait Islander young women.

The primary objective of our Programs is to provide targeted engagement incentives through rich relationship-based mentoring and holistic support to encourage First Nations young women to remain in school and actively engaged in education until completion of Year 12, and then support them to transition successfully into further study or employment.

The successful candidate will be passionate about creating a fairer and more equitable society, and have proven business management experience, with an ability to inspire team work to deliver strategic outcomes. They will be a highly motivated and effective leader with broad operational experience who is collaborative, enjoys building relationships and can support the team to achieve its goals.

To be successful in this role you need to have a passion for and ability to engage positively with youth and be able to lead a team. You will be a positive role model for female Aboriginal students and enjoy working in a small, high-performing team. You will be committed to the mission and purpose of Stars Foundation and can work closely with our partner school's management, student support services, teachers, and parents to provide wrap-around, holistic support to the Stars students.

THE ROLE REQUIRES:

- Ability to develop strong relationships with youth, based on trust and respect
- Experience working with and embracing a culturally diverse workforce
- Reliability and the ability to work consistently with passion, respect and high energy
- Demonstrated ability to work in and lead a highly collaborative team environment
- Ability to prioritise and manage competing demands within limited timeframes
- High level verbal and written communication skills
- Demonstrable integrity and a strong connection to the values of the Foundation: respect for people; honesty and accountability; commitment to Stars' purpose; pride and humility
- Strong analytical and problem-solving skills
- Demonstrated skills in implementing policies and procedures
- Knowledge and understanding of health and safety legislation
- Drivers Licence
- Working With Children's Check
- National Police Check



DESIRED ATTRIBUTES

- Experience with program coordination in an educational or community development context
- Demonstrated skills in team leadership and staff supervision
- Experience working with Aboriginal and Torres Strait Islander communities

WHAT WE OFFER

Stars Foundation is committed to providing and maintaining a safe working environment for its employees and program participants, consistent with our obligations under OH&S legislation. Stars Foundation is a child-safe organisation. All employees are required to undergo a National Police Check and hold a Working with Children Check as well as undertake NSW Education probity checks.

We are committed to offering and supporting development and employment opportunities to help people excel and build a meaningful career. We offer learning and development opportunities as well as access to salary packaging employee benefits and employment assistance program (EAP).

We promote diversity in the workplace and have a culture that is inclusive, respectful and embraces the unique skills and qualities of all people.

HOW TO APPLY

We'd love to hear from you. Please submit your resume and cover letter addressing the key selection criteria by email to hr@starsfoundation.org.au with subject title EOI – Stars Program Coordinator, South Grafton.

We strongly encourage Aboriginal and Torres Strait Islander applicants to apply. Experience of working closely with and having a strong understanding of Aboriginal & Torres Strait Islander culture is highly regarded.

For more information on Stars Foundation, see our website www.starsfoundation.org.au

For further information on this exciting opportunity, please contact hr@starsfoundation.org.au with Subject: Stars Program Coordinator, South Grafton

Closing date: Friday 31st August 2023