

Aboriginal people succeeding through ability, opportunity and reward for effort

Social enterprises proudly owned and operated by Wunan Foundation



POSITION DESCRIPTION:

Kimberley Education Excellence Program, Admin & Support Officer

Wunan's Vision	To Build a Sustainable Foundation
Wunan's Mission	To ensure that Aboriginal people in the East Kimberley enjoy the capabilities and opportunities that will allow them to make positive choices that lead to independent and fulfilling lives. "Essentially, to have dreams and a real chance of achieving them."

OUR CORE VALUES

Underpinning the work of Wunan are:

- **Urgency for change:** acting now to make change happen today
- **Leadership:** priding ourselves in being role models for others
- **Diligence:** doing things once and doing them right
- **Accountability:** being responsible for everything we do
- **Integrity:** doing the right thing even when no one is watching

Classification	Depending on Experience and Qualifications.
Agreement Type	Fixed Term Contract - Award
Reports to and works closely with	Manager for Education
Position Location	Broome: travel may be required locally and interstate
Fixed Term Contract	Full Time
Salary Range	Depending on experience & qualifications
Working With Vulnerable People	Required
Criminal Record Check	Required
Current Drivers Licence	Required
Working With Children	Required
Hours of Work	Monday to Friday 8.00am to 4.30pm



ESSENTIAL CRITERIA	<ol style="list-style-type: none"> 1. Demonstrated effective interpersonal and intrapersonal communication skills 2. Demonstrated administration and organisational skills including computer literacy, data entry, analytical ability 3. Demonstrate ability to understand financial reporting and willing to innovate effective ways to display required information. 4. Demonstrated understanding of Indigenous culture and the issues/challenges faced by Aboriginal and Torres Strait Islander people and experience working effectively with Aboriginal and Torres Strait Islander people. 5. Demonstrated proven ability to work independently and within a team environment. <p>Desirable;</p> <ol style="list-style-type: none"> 6. An understanding of indigenous education within the Kimberley 7. Sound knowledge of ABSTUDY and related human services. 8. Familiarity with boarding programs, particularly relating to Aboriginal students
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Primary Purpose	<p>General office duties in support of the KEEP program. Communication with Parents/Guardians and Students in all KEEP locations. Consult with ABSTUDY on all Matters related or connected with Boarding. Maintain relevant financial data Support Students with safe travel arrangements</p>
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Primary Roles	<ol style="list-style-type: none"> 1. General office duties in keeping with the position of Admin & Support Officer 2. Recruiting, interviewing and enrolment of new students 3. Bookings and amendments of ABSTUDY Travel 4. Providing regular finance reports, monthly statements and Financial record keeping 5. Ensure current general information for Parents/Guardian and Students are accurate and up to date 6. Assist in delivery of KEEP newsletter and other promotional material to keep parents and students informed. 7. Undertaking other duties including working with and across other Wunan Services where instructed to do so.
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General Duties

General Filing

- Upkeep and maintain all files on Wunan Z drive under Education
- Set up student files and update with all relevant information like application and enrolment forms, Parent/Guardian and Student interviews, medical certificates, along with School achievements

Communication

- Answer all incoming calls to the front desk
- Maintain regular connections with Parents/Guardians and Students with phone calls, emails and texts
- Communicate all relevant information through to Manager for Education, Wunan Finance Team and House Parent Team Leader

ABSTUDY

- Submit Travel request to ABSTUDY the Students Beginning and end of term travel
- Send through the commencement dates for all students within the first few weeks of term, using the Access code from ABSTUDY
- Monitor Students returning home for Funerals, special circumstances etc.
- Help families in filling out the necessary ABSTUDY application form on enrolments
- Communicate with ABSTUDY in the event a student was to exit the program
- Chaperone Students at the beginning and end of the School term in connection with the expected ABSTUDY safe travel plan

Student Enrolments

- On request send Families/Guardians the Student Application Pack and Enrolment forms
- Contact families, help and advise them in completing Application and Enrolment forms
- Set up and take part in Interviews with Parents/Guardians and students
- Send families an Exit letter. in the event a student was to Leave the KEEP program
- Track the incoming payments from the expected parent contribution and continually update spread sheet

Promotion of KEEP

- Send out promotional material



<p>Upholding Wunan Core Values</p>	<ul style="list-style-type: none"> • Provide photos/documents for newsletter, web sites and funding reports • Attend events in the communities to help promote the KEEP program <p>Carry out other duties when requested by Wunans CEO or Manager for Education</p> <p>The position of KEEP Admin and Support Officer requires:</p> <ul style="list-style-type: none"> • Participation in the organisations continuous improvement culture. • Being able to explain the vision, mission and core values of Wunan • Understanding the philosophy around the journey of swimming the river and any other future innovative ideas. • Understanding the Wunan’s Strategic Plan and participate in the operational journey within the team. • Adhering to Work Place Health & Safety responsibilities including policies, operating procedures and instructions. • Reporting and working to reduce all risk, hazards, near misses and accidents in accordance with established policy and procedures.
<p>Key Performance Indicators</p>	<p>Accountabilities:</p> <ul style="list-style-type: none"> • Parents and Guardians showing enthusiastic support for the KEEP program • All KEEP Houses are running at full capacity, with a waiting list of suitable candidates • Parents/Guardians and Students are well informed and prepared for all aspects of the operation of a Boarding house setting • Student travel is organised in appropriate time frames • Parents demonstrate commitment to their child’s education through regular payments • Compliant in meeting all requirements from the Finance team

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Key Relationships	<p>Internal:</p> <ul style="list-style-type: none">• KEEP Manager• Wunan Finance Team• Wunan General Manager Programs• House Parents team leader• House Parents <p>External:</p> <ul style="list-style-type: none">• Partnership schools• ABSTUDY• Parents and Guardians• Other Aboriginal organisations (Kimberley region)
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I _____ have read, understand and accept the duties and responsibilities of this position description.

Signed

Witness

Date