

## Position Description

Widening Participation Officer (WPO)			
<b>Position</b>	Widening Participation Officer (WPO)	<b>Location</b>	CUC Bass Coast-Wonthaggi.
<b>Reports to</b>	Centre Manager	<b>Employment type</b>	<ul style="list-style-type: none"> <li>0.6 FTE /Flexible work fortnight</li> <li>2-year contract (until March 31, 2028)</li> </ul>

Purpose of the role
<p>The Widening Participation Officer (WPO) will work within the CUC Bass Coast Team and in collaboration with partner organisations to devise and deliver widening participation activities to nurture aspirations of young people of the region. This includes building key community and university partnerships to promote young people's post-secondary aspirations along with other initiatives to increase local participation in higher education for school age students.</p> <p>In addition to this, they will work with the CUC Bass Coast team to provide a comprehensive range of support strategies in higher education academic and learning skills. This includes engaging students in their learning through a holistic approach to academic support, events and initiatives that promote wellbeing, success and foster a local learning community.</p>

Major Accountabilities
Widening Participation
Create, co-ordinate and manage widening participation and outreach programs which increase participation in Higher education throughout our local region.
Deliver widening participation and outreach programs in local schools throughout south Gippsland and the bass coast in collaboration with university partners, community groups and local industry.
Engage with local schools to build strong working relationships between CUC Bass Coast and partner universities and local industry to ensure successful and locally relevant widening participation activities.

Manage and develop relationships with key stakeholders including universities, South Gippsland Bass Coast LLEN, local schools and industry partners to drive a systems-based approach to maximise impact.
Work collaboratively on team projects that support student success, contribute to community-based initiatives, and help achieve the strategic goals of CUC Bass Coast.
Drive Continuous Quality Improvement (CQI) through all widening participation activities with the support of the CUC Central Evaluation Team and university partners.
Contribute to the ongoing evaluation of Widening Participation activities including collecting and analysing local data in collaboration with the CUC and university partners.
Work collaboratively with the CUC BC team and colleagues across the CUC Network to share best practice.
<b>Student Support and Engagement</b>
Contribute significantly to the engagement, well-being, and retention of registered students during their transition to study and throughout their course(s).
Provide academic mentoring in referencing skills, writing and assessment skills, study and wellness skills, in areas where appropriate.
Be conscious of students who may be struggling academically and/or personally, or otherwise at-risk of attrition and provide appropriate intervention and referral, in line with CUC protocols.
To be familiar with and collaborate with university student support systems and networks as required.

<b>Skills and Experience</b>
Passionate and enthusiastic about creating opportunities for regional students to participate in Higher Education.
Excellent communication skills, including the ability to consult, negotiate, problem solve and liaise effectively with a diverse range of people.
Experience coordinating activities or events with young people in an educational environment.
Demonstrated ability to work collaboratively in a small team to achieve collective outcomes.

Demonstrated ability to speak publicly, make presentations, and coordinate activities with school students, parents, teachers, community groups and industry.
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.
<b>Essential</b>
Undergraduate degree in a related field, notably Education, humanities, health or similar.
Demonstrated proficiency in the use of digital technologies.
Current Working with Children Check
Current Victorian Drivers Licence
<b>Desirable</b>
Experience working with/in Schools, and universities/TAFE and industry.
Recent university level of study.
Postgraduate Degree (or currently enrolled and working toward this degree).
Previous experience in widening participation and providing learning support to students.
<b>Other information</b>
<ul style="list-style-type: none"> <li>▪ Varying hours outside of work time may be required to deliver support services to students and attend events. Flexible working hours will be negotiated, as well as time in lieu, for work outside of normal hours.,</li> <li>▪ From time to time this position may be assigned additional tasks within skill level, competency, and experience, to meet short-term operational needs.</li> <li>▪ This position falls under the Post-Secondary Education Award.</li> </ul>