



Career Opportunity

Role: Scholarship Program Manager

Full time. However, we are flexible. If full time doesn't work for you and you are the right person for the role, we will make it work.

The GO Foundation considers that being of Aboriginal or Torres Strait Islander descent is a genuine occupational qualification under s14 of the *Anti-Discrimination Act 1977 (NSW)* for this role.

Reporting to: Head of Scholarships

Location: Sydney (interstate travel may be required from time to time)

GO Foundation Story

Values: Integrity. Equality. Opportunity. Strength in culture.

The GO Foundation was founded by Sydney Swans Legends, Adam Goodes and Michael O'Loughlin. As proud Aboriginal men, their names are synonymous with **integrity, equality and opportunity**.

Although Australia is a land of abundant wealth, many Indigenous Australians face a lack of **opportunity** and access. The GO Foundation provides scholarships to Indigenous students from kindergarten through to university, in public and independent schools, to students who live with family, in community and on country. Through a GO scholarship, our students access the tools and resources they need to ensure their journey through school is as rich and rewarding as possible.

With their scholarship funds, our students can cover their educational needs, including laptops, wi-fi access at home, sporting equipment, musical instruments, excursions, school trips, and food at the canteen. The GO scholarship is an entry point to the GO Ecosystem, a model of collaborative impact where our partners work with us to provide GO students with a broad range of **opportunities**.

Our partners, including CareerTrackers and AIME, work together to broaden our students' perspectives and provide access to many **opportunities** including cultural mentoring, homework support, leadership training, STEM training, exposure to a broad range of career options, work experience and paid internships. **Once a GO student, Always a GO student**, so this mentoring and support continues long after the GO scholarship has ended.

At the heart of the GO Ecosystem is a burning desire to strengthen our students' cultural identity - to connect them in a meaningful way to their history, **culture** and heritage. By sharing our students' perspective and their **culture** with our Ecosystem partners, we hope to create workplaces that are truly inclusive and welcoming of all Australians. We do this so that we can all share in the oldest living **culture** in the world.

Scholarship Program Manager

As the Scholarship Program Manager, you will be required to split your time between the Parramatta office of the Public Education Foundation (PEF) and the offices of the GO Foundation at the Sydney Cricket Ground. Initially, after completing an orientation with the GO Foundation, you will spend two days a week at PEF and the remainder of the week with GO although this may be adjusted from time

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to time as demand requires. Although you will be employed by GO and report into the Head of Scholarships, you will have a dotted reporting line to the Scholarships Manager of PEF.

You will be a valued GO liaison for our students, our schools and their families. Everything we do is focused on creating the best outcomes for our students in a culturally safe manner. You will carry that care and responsibility in this role.

From 2020, all public school scholarships for GO will be offered through PEF and it will be your responsibility to work on the day to day management of those scholarships. You will be a team player and be keen to learn about PEFs processes and procedures. With PEF's support you will engage with the public school system in Sydney and in Adelaide to ensure that schools are comfortable with the application and renewal process. You will visit current GO schools and engage with the Principals and Indigenous Liaison Officers on current scholars. You will get to know all GO students and ensure they are receiving the support they need.

You will engage with new schools and share the GO story and the value of the GO scholarship program. You will assist schools with the application process and work to increase the number of applications. You will learn the GO story and be keen to share the story with prospective GO Scholars encouraging them to apply for GO Scholarships through PEF.

You will work with all GO scholars across our public and independent network to ensure they are getting access to the support and resources they need. You will have good judgement and know when to escalate issues to the Head of Scholarships or CEO of PEF or GO and you will always be focused on the best interests and care of our students.

Our students are of all ages from Kindergarten through to employment and you will be able to advise, laugh and share stories with children of a young age as well as with young adults who attend university or are beginning their careers. You will be able to interact with teachers, students and families, helping to address their needs, showing empathy, humility and grace under pressure. You will bring direct experience to the role, perhaps having received a scholarship when you were younger, or you have had direct experience in the area previously. You will enjoy engaging with a variety of stakeholders including students, families and school Principals and you will be able to adjust accordingly.

You will manage the student application process and work with our partners to meet deadlines, assist the Head of Students with planning for future delivery of scholarships and expansion of the program, review applications, advise schools on administering scholarships and work with the team to create processes, policies and criteria for all aspects of the program.

You are solution oriented and you look forward to everyday being different. You are curious and have a learning mindset. You have a can-do attitude and want to join a team that is trying to make a difference.

Your role will be varied and include the excitement of visiting schools, working with Admin and Events to organise GO students' participation in the Marn Grook match at the SCG, organising mentoring days with our students both in Sydney and Adelaide, connecting our students with CareerTrackers and AIME and other opportunities presented to our students.

You will be involved in NAIDOC week and Reconciliation Week events with GO, our students and our schools and you will celebrate our student's successes and provide a shoulder of support when needed. Your biggest impact will come from supporting our students to be their best, to open doors for them and to walk beside them into these opportunities.

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Like all roles, your job will also include less exciting and more mundane tasks such as entering your meeting details in the CRM, doing administration for student events and coordinating with schools and families.

You will be a person who values relationships and understands that relationships, trust and integrity are at the heart of how we act and think at GO.

You will be willing to mentor your workmates and GO Partners, sharing your knowledge of Indigenous culture and heritage and providing a strong Indigenous voice at the table. Your strong cultural identity and desire to share this with others is an important part of who you are and why you want to join GO.

You will be committed to Reconciliation and a brighter future for all Australians. You are committed to the Uluru Statement from the Heart and will walk with the GO Foundation in support.

Requirements and Qualifications

- You are of Aboriginal or Torres Strait Islander descent (pursuant to section 14 (d) of the *Anti-Discrimination Act 1977* (NSW))
- A Tertiary qualification or the equivalent in work experience
- You have a deep connection with your Aboriginal or Torres Strait Islander culture and heritage and are willing and open to sharing that knowledge with others and to learn more
- More than 5 years' experience after school
- Strong stakeholder engagement in delivering improved outcomes for individuals and/or communities
- You are computer literate, but are ready to learn what you don't know

The type of person we are looking for:

- You approach your role with heart and care deeply about the welfare of our students
- You are a team player and are ready to roll up your sleeves to get the job done
- You communicate well, both verbally and in writing
- You are keen to learn and grow your skills and understand that every day is an opportunity
- You fit the job description, but you see value in showing initiative and going above and beyond for our partners, your colleagues, our students and their families
- You aren't scared to give things a go, even if you might be out of your comfort zone
- You are all about learning and want to grow as a professional and an individual

Benefits

- Competitive salary
- The opportunity to work closely with our partners and GO Scholars
- The opportunity to really make a difference in our student's lives
- The opportunity to work flexibly in terms of hours and location, subject to meeting schedules and deadlines
- A strong program of professional development and the opportunity to attend external development courses
- A structured program of mentoring including with the Head of Students and the CEO

What's Next

If you'd like to discuss the role further, please send the following documents to our Head of Scholarships via email to organise time for a chat (Attention: Mark with 'Scholarships Manager' in the subject line) at info@gofoundation.org.au). **Applications close Monday 20 January 2020.**

- A **one-page** cover letter outlining the following:
 - Who you are?

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- What is your Why? What gets you out of bed in the morning?
- Why do you want to join GO?
- A copy of your CV addressing the skills and requirements listed in this role description
- A short video telling us why you would like this role and a little about yourself. Upload the video to [Vimeo](#) (making it password-protected) or [YouTube](#) (privacy setting 'unlisted') and send the password/link with your application. Videos should be **no longer than 60 seconds** in length and should be shot on your phone (nothing fancy required please).
- Following receipt of your cover letter and CV, if you are shortlisted you might be asked to attend interviews and complete strengths testing.

We look forward to hearing from you!

* While this JD is intended to be an accurate reflection of the role, it is not necessarily an exhaustive list of all the requirements or benefits associated with the job. As a result, we reserve the right to revise the job description and/or title

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