

Position Description

TABLELANDS UNIVERSITY CENTRE – STUDENT DEVELOPMENT COACH

Base Location:	VPG - Tablelands University Centre	Reports to:	RUC Coordinator/OM
Resources:	Laptop, Mobile	Status:	Full Time – 2 Years Fixed Term
Award:	Educational Services (Post-Secondary) Award – General Staff – Level 5	Salary Expectations:	\$80 – \$98,000 commensurate with quals & experience + Up to \$15,900 NFP Tax benefits

About VPG & resourcing

VPG is a non-profit organisation that has been improving child and youth transitions in Far North Queensland for over 25 years. VPG's Tablelands University Centre is funded by the Australian Government Department of Education to help students in regional and remote areas access and participate successfully in tertiary education without having to leave their community. VPG provides this new opportunity to make higher education more accessible for students of all ages in the Tablelands-Mareeba region, through facilitated, supported, on-line degrees/vocational courses offered from a range of institutions. Students will have free access to high-speed internet, modern technology, and general academic support all delivered locally at the TUC.

About the role:

Working under general direction, you will support the day-to-day operations of the University Centre, with a focus on fostering student engagement, self-efficacy, wellbeing, and retention before, during, and after their studies.

With guidance from VPG, you will assist in delivering agreed projects and contribute to engagement activities with schools, community, and industry, helping to nurture career aspirations and create opportunities for local participation in tertiary education. You will also help ensure the Centre operates efficiently and effectively in its daily functions.

Who we are looking for:

- A warm, emotionally intelligent and caring person;
- A well organised and enthusiastic self-starter;
- A great communicator, connector and collaborator with the ability to build strong relationships;
- An individual who is dedicated, passionate and enthusiastic about creating opportunities for regional students;

Why consider this opportunity?

- Do work that matters: Work that is appreciated and valued.
- Flexibility that's real: Option for a 9-day fortnight, time off in lieu & Christmas shutdown.
- Autonomy & variety: Coach students, deliver programs, build partnerships.
- Great culture, great people: A warm values-led team that has fun while doing good work.

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Major Responsibilities

- Student Coaching & Development – coach and support students through their study journey, including onboarding, engagement, retention and wellbeing.
- Deliver Engaging Programs – help run workshops, events, peer learning sessions and activities that build students' study skills, confidence and aspirations.
- Build Pathways & Connections – support work-integrated learning, industry networking, and meaningful placement opportunities.
- Engage with community & partners – communicate with students, schools, community and industry partners, and promote centre success stories.
- Keep the Centre running smoothly – assist with day-to-day operations, admin, facilities, WHS & reporting.
- Be part of great team – contribute to a positive, values-led culture and pitch in where needed to support the Centre and wider VPG team.

To Submit an Application:

- A Cover Letter explaining your interest in the role (PDF Format).
- A Resume and relevant qualifications (PDF Format).
- Response to Selection Criteria below either:
 - (i) Max 2 Page Written Response (PDF Format) **or**
 - (ii) Pre-recorded video (Max 3 minutes) introducing yourself and responding to the Selection Criteria – recorded on your phone is fine. Please ensure this is uploaded to an approved 3rd party service (Youtube or Dropbox) and shared via URL in your cover letter. Video's sent as an attachment do not meet our cyber security requirements and will not be viewed.
- Please **don't send us** chatgpt generated selection criteria – we want to know you – **YES** we can tell
- Submit Queries/Applications to Angela Weinert – angela@vpginc.com.au
- Please Note - Only short-listed expressing interest in the future position will be contacted by VPG.

Selection Criteria

Essential Qualifications, Skills & Experience	Preferred Skills & Experience
Completed Bachelor Level University qualification (preferred humanities, such as Education, Arts, Social Sciences or similar).	Understanding of and connection to the Tablelands-Mareeba community
Cultural Competency	Record of positive leadership, facilitating groups/workshops, and/or assisting others in skill development
Demonstrated proficiency in digital technologies	Lived experience completing tertiary education online within the past 5 years.
Demonstrated organisational, project management and administrative skills	Mental Health First Aid Certificate & Senior First Aid Certificate
Working with Children Blue Card or Exemption Card	Coaching skills and/or experience in supporting students learning & development
Current QLD Drivers License	Understanding of Tertiary Education sector

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Additional information

- Working Hours: Flexible Hours - VPG would be open to applicants wishing to make an arrangement to work their full-time hours for 10 days across 9 days. Flexibility will require you to attend meetings/events outside of business hours; and may require you to provide one-on-one and group coaching times that best suit students which may be conducted outside of business hours - Time off in Lieu available.
- Staff may be required to travel across the region and between VPG Centres for relevant activities/events.
- VPG has a mandatory closure over the Christmas/New Year period. Staff will be informed of actual closure dates in alignment with Fair Work requirements.
- VPG staff like to have fun, occasionally dress-up and generate lots of laughter – join us if this sounds like you.

Advantaged Thinking

VPG uses the concept of Advantaged Thinking to direct the way we work with young people. VPG acknowledges that young people have a vital contribution to make to the social and economic life of our communities and society, and that to do so all young people should have access to the opportunities and social networks that facilitate this social and economic participation. VPG invests in building young people's abilities, harnessing them for personal as well as social good.

By making a positive investment in young people, the approach focuses on developing their assets, and on co-creating solutions – real jobs, real education and real community connections – to enable them to achieve independent adulthood.