

TABLELANDS UNIVERSITY CENTRE – STUDENT DEVELOPMENT COACH

Base Location:	Tablelands University Centre	Reports to:	CEO/OM
Resources:	Laptop, Mobile	Status:	Full Time – 2 Years Fixed Term
Award:	Educational Services (Post-Secondary) Award – General Staff	Salary Expectations:	Commensurate with quals & experience

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 broad direction, you will be responsible for supporting the day-to-day operations of the University Centre with the overall objective of nurturing the engagement, self-efficacy, wellbeing and retention of students pre, during and post their course. With direction from VPG you will implement agreed projects, building partnerships with schools, community & industry, and working to create opportunities for Locals to participate in tertiary education. You will work to ensure that the centre is operating efficiently and effectively.

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 with diverse stakeholders;
- An individual who is dedicated, passionate and enthusiastic about creating opportunities for regional and remote students;
- An individual with the agility to execute plans and manage the day to day running of the Centre;
- An ability to manage staff, lead multiple projects and manage competing priorities.

Selection Criteria

Essential Qualifications, Skills & Experience	Desirable Qualifications, 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

Major Responsibilities

- Lead and/or actively contribute to projects and programs of work in line with Centre plans. This includes student onboarding, student engagement, retention, wellbeing & development, implementation of marketing/communications, stakeholder management, widening participation activities and backfilling as required.
- Design/deliver innovative workshops and coaching in areas such as referencing skills, writing and assessment skills, study skills, wellness skills and other relevant assistance that builds students study capabilities.
- Support to develop aspiration nurturing activities that promote higher education access and participation for prospective students and the community with a strong focus on equity groups.
- Support to create work-integrated learning and industry networking opportunities for students, building their social capital.
- Build and maintain relationships with relevant community and industry stakeholders.
- Measure and report on objectives and key results to drive performance and achieve individual and team targets.
- Support the efficient and smooth day-to-day operation of the facility and have a comprehensive understanding of all VPG processes and operational frameworks. This includes administrative activities, overseeing centre upkeep, equipment, space allocation, whs responsibilities, planning as well as mentoring student ambassadors.
- Maintain and develop your professional skills, seeking opportunities to ensure a high level of technical proficiency and personal effectiveness.
- Act as a student focused, values-based team member, working collaboratively within our Advantaged Thinking approach.
- Ensure behaviour during all work interactions is aligned to our values of being compassionate, generous, inclusive, responsible and fun.

- Actively contribute and participate as a VPG team member across all programs exchanging ideas and information on a regular basis.
- Any other responsibilities in line with the position as assigned by the CEO/OM.

Additional information

- Working Hours: Flexible Hours and Time off in Lieu available. 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 occasionally attend meetings/events outside of business hours; and may require you to provide one-on-one and group coaching at times that best suit students which may be conducted outside of business hours by appointment.
- 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.

To Submit an Expression of Interest

- A Cover Letter explaining your interest in the role (PDF Format).
- A Resume and relevant qualifications (PDF Format).
- Response to Selection Criteria 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.
- 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.