

# JOB DESCRIPTION

## Engagement Officer



**INDIGENOUS**  
READING PROJECT



### ABOUT US

Indigenous Reading Project is an award-winning, non-profit company established in 2012. We work to improve the reading ability of Aboriginal and Torres Strait Islander children through our digital E-reading program. We target kids who are behind their peers and want to improve their reading skills. We loan them a tablet. We monitor their progress over time and if they significantly improve their reading ability they get to keep the tablet.

### OUR PURPOSE

We strive to improve the reading ability of Aboriginal and Torres Strait Islander students who need support and have the ability to succeed.

### VOLUNTEERING

Before you apply we encourage you to think carefully about why you want to volunteer. ACT Volunteering has some useful information on their website. This can help you think through some of the common issues that you'll need to take into consideration before you commence a voluntary role: [ACT Volunteering\\_The Volunteering Journey](#).

### FURTHER READING

Summary: [IRP 2019 Factsheet](#)

Media: [IRP Media](#)

Strategy: [IRP Strategic Intent](#)



2015 ACT Organisation of the Year



2016 National Winner

## DUTY STATEMENT

We're adding to our team of people to lead our frontline engagement efforts. We're looking for passionate, skilled and committed people to join us. The successful applicants will share our values and want to make a positive and practical contribution to our work. Engagement Officers are our primary connection to our community stakeholders. The Engagement Officer provides support to teachers and parents of students who are participating in the Indigenous Reading Project. They also monitor the progress of students and record performance information on our tracking system.

We know from our previous experience that engagement work is vitally important. Supportive intervention from engagement officers has a known, positive effect on the completion rates of participating students. Some of the primary work tasks of Engagement Officers include:

- Providing general information and advice about the Indigenous Reading Project program to stakeholders, parents and teachers
- Maintain accurate records and monitor the progress of participating students
- Providing advice to teachers and parents about strategies to engage students in reading.
- Ensuring that reporting requirements are being met for each student.

## SELECTION CRITERIA

- Ability to communicate effectively to Aboriginal and Torres Strait Islander peoples and School Teachers
- Excellent organisational skills, including the ability to work systematically, plan and prioritise work tasks
- Effective communication skills including an ability to write clearly and to speak with confidence via telephone or video conference
- Demonstrated ability to work effectively as a team member and to also take initiative to solve problems
- Experienced in using basic office software.

For details concerning this role, please contact

Daniel Billing

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Phone: 0435 014 86

<b>Organisation</b>	Indigenous Reading Project
<b>Job Title</b>	Engagement Officer
<b>Remuneration</b>	This is a voluntary position
<b>Hours</b>	1 hour per week (August to October)
<b>Location</b>	Various (Remote)
<b>Training</b>	Induction and ongoing training is provided
<b>Reporting</b>	CEO
<b>Security</b>	Australian Federal Police National Police Check
<b>Insurance</b>	Volunteer Personal Accident and Public Liability Insurance (\$10M)
<b>Expenses</b>	Approved out-of-pocket expenses are met by IRP
<b>Further information</b>	Daniel Billing 0435 014 862
<b>Apply</b>	To apply please submit a brief Expression of Interest of no more than 250 words addressing and your Curriculum Vitae including 2 current referees to <a href="mailto:volunteer@irp.org.au">volunteer@irp.org.au</a>
<b>Closing date</b>	Applications close on 2 August 2019.

