



School and Student Liaison Officer Job Information Pack

The Flying Fruit Fly Circus (FFFC) is one of Australia's leading youth arts companies and a national centre for excellence in arts training and performance. It delivers a unique high-level circus program for young people aged 8-19 and creates and tours dynamic circus-based theatre for young audiences.

Our full-time program is supported with an academic curriculum provided by the Wodonga Middle Years College who operate our Flying Fruit Fly Circus School (years 3-9) and the Wodonga Secondary Senior College (years 10-12).

This is an opportunity to join our amazing team in Albury-Wodonga in a rewarding role overseeing the relationship with these academic partners, effectively communicating with our young artists and their families across a range of activities, helping to manage schedules and timetables and building and coordinating our wellbeing programs.

This is a joint appointment between the FFFC and our schools and will report to the circus' Chief Executive Officer. It is part-time at 22.5 hours per week for an initial one-year contract. The salary is set at \$62,557 pro rata.

Selection Criteria

Essential:

- Demonstrated capacity to work with young people
- Good communication skills for liaising with parents, families and external providers
- Knowledge of and willingness to work within a restorative practice model
- Able to work effectively in a busy environment with sometimes conflicting priorities
- An understanding of and empathy with the goals of the partner institutions
- Highly developed co-ordination and administrative skills, able to work across two organisations
- Ability to demonstrate good self-management and to work flexibly and independently
- Excellent team player
- Good IT skills

Desirable:

- Experience in developing and managing wellbeing and welfare programs for young people.
- Able to demonstrate understanding and enthusiasm for the arts
- An understanding of the physical and mental demands of high-level circus or equivalent training

Position Description

- Support the unique nature of FFFCS and its relationship with FFFC for the benefit of the students and the FFFC.
- Liaising with FFFC students, parents, schools and FFFC staff and the circus community.

- Supporting students at both the FFFC School, Wodonga Senior Secondary College and at other training institutes to ensure they are achieving their potential in the key areas of academic, social, creative and physical.
- Overseeing the co-ordination of student welfare issues in conjunction with other key staff.
- Participating in Student Support Group (SSG) meetings as required to help ensure consistent management of student behavioural and cultural issues at the school and circus.
- Negotiating schools' approvals for rehearsals, tours and other explained absences and completing any necessary paperwork.
- Central contact point for parents/guardians or students with enquiries regarding the academic and circus programs.
- Arranging student travel to and from circus and school.
- Coordinating parent and student communication for rehearsals, tours and additional schedules, including transportation, and communicating with the staff of the educational providers.
- Monitoring student attendance at school and circus training to provide data analysis and identify trends.
- Arrange and manage Parent/Student meetings with FFFC trainers.
- Facilitate and coordinate a range of student wellbeing programs as required.
- Help to advise and guide students on career pathways and subject choices in conjunction with school and circus staff.
- Monitoring the care and wellbeing of students who have relocated from outside the area.
- Attending school committee meetings and Friends of Fruit Fly meetings.
- Coordinating the enrollment process and conducting exit interviews in conjunction with senior staff.
- Developing our wellbeing program and building relationships with local medical and wellbeing providers.
- Acting in the shared role of Child Protection Officer.
- Support the FFFCS AP/coordinator regarding school programs.
- Provide FFFC with dates of school activities that would impact on students' participation in circus training or events, in a timely manner.
- Liaise with staff of FFFCS and WSSC to collect appropriate school work for students engaged in extended rehearsals and/or tours.
- Liaise with parents/guardians and teachers of students involved in extended rehearsal and/or tours regarding expectation of completion of school work and study.
- Liaise with the appropriate FFFC staff to ensure appropriate space for completion of school work and internet connectivity for students during extended rehearsal and tours periods.
- Any other tasks appropriate to this role as may be directed by the FFFC Chief Executive Officer.

Closing date: **Thursday 31 January at 5pm**

For more information or to submit an application please email Donna Baldwin: dbaldwin@fruitflycircus.com.au or call 02 6043 0777.

Applications should include a covering letter, a response to the selection criteria, resume, and names and contact details of two referees.