

Role title: Executive – Pathways

Reports to: Manager – Pathways

Type of Employment: Full Time

Location: Sydney or Brisbane

About AIEF

hard heads, soft hearts, capable hands

AIEF was established in 2008 in response to community demand from Indigenous families who choose to enrol their children in boarding schools.

Bringing together the government and private sector, AIEF provides scholarship funding for Indigenous students to complete Year 12 or tertiary studies, with career support and mentoring to help them make a successful transition to their chosen careers.

AIEF has grown from one scholarship student in 2008, to now having a network of over 600 Alumni and growing by over 70 graduates each year, as well as around 450 students on scholarships each year from over 400 communities from every state and territory across Australia.

www.aief.com.au

Role Purpose

Reporting to the Manager - Pathways, the Executive is responsible for the provision of intensive, tailored support to AIEF Alumni seeking employment. The role focuses on AIEF Alumni who are currently unemployed, seeking part time work while studying or requiring extensive support in their transition to full-time work after study.

This includes developing and building networks and relationships, and working professionally and strategically with Corporate Partners, employers, employment service providers and ancillary services including accommodation and mental wellbeing providers to ensure that AIEF Alumni are engaged in fulfilling and sustainable careers.

Qualifications and Experience

Essential

- A Bachelor's degree in a relevant discipline or at least two years' experience in providing career advice and/or achieving successful employment outcomes for young adults.
- Experience in program delivery and improvement preferably in an education and/or employment environment.
- A proven ability to drive program outcomes working autonomously.
- Proven experience in building effective and professional relationships with a range of stakeholders.
- Familiarity with CRM systems and Microsoft Office.

Desirable

- Experience working in the Australian education and/or career development sector.
- Experience working with Aboriginal and Torres Strait Islander people.

Attributes and Approach

Essential

- Demonstrated strong verbal and written communication skills.
- Be organised, efficient, have strong time/priority management skills and a high level of attention to detail.
- Be personally passionate and committed to Closing the Gap through Indigenous education and employment.
- Personally emulate AIEF's core values of "hard heads, soft hearts and capable hands".

Key Responsibilities

As an AIEF Executive – Pathways, your responsibilities will include the following:

- Build and maintain trusting and respectful relationships with AIEF Alumni so that AIEF is their 'go to' for employment support.
- Effective planning and implementation of career focused case management for Alumni by providing coaching and mentoring that assists them to achieve their employment goals.
- Assist ongoing development by identifying and assisting with employment and study opportunities as well as providing practical support and skills development.
- Actively connect AIEF Alumni to internships and employment opportunities with Corporate Partners where interests align.
- In line with their individual career plans provide Alumni with practical assistance such as finding accommodation and making referrals to specialist services.
- Ensure Alumni actively link in to the wider AIEF Alumni network and remain communicative and engaged with AIEF.
- Connect Alumni to skill development opportunities like internships, speaking or media engagements and representation of AIEF at industry networking events.
- Build and maintain professional and supportive relationships with key stakeholders, including educational partners.
- Report on program status by maintaining AIEF's stakeholder management database with a high level of attention to detail and accuracy.
- Identifying and implementing program and process improvement.

All AIEF employees are required to undergo a National Criminal Record Check by the Australian Federal Police and a Working with Children Check by the relevant State and Territory Government(s) as a condition of employment.

This position is based in our Sydney or Brisbane office and requires regular travel, including interstate.



To Apply

Please send your resume with a one to two page cover letter addressing the criteria that are listed under “The Person” to jobs@aief.com.au. Please also include where you saw this advertisement.

Aboriginal and Torres Strait Islander People are strongly encouraged to apply