

Role Title: Executive – Scholarships
Role Reports to: Manager – Scholarships
Employment Type: Full-Time
Employment Location: Sydney

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 to help them make a successful transition to employment.

AIEF has grown from one scholarship student in 2008, to now supporting over 1,000 young Indigenous Australians from over 400 communities from every state and territory across Australia.

www.aief.com.au

The Role

The AIEF Scholarships Executives role has two primary purposes:

- to facilitate the delivery of the AIEF Scholarship Program; and
- to check in and report on AIEF Alumni who have completed Year 12 or tertiary study on an AIEF Scholarship (making referrals for additional support where needed).

As a Scholarships Executive, you will work professionally with Educational Partners and other AIEF Stakeholders to deliver the AIEF Scholarship Program, providing financial scholarships which enable Indigenous students to pursue their education at some of Australia's best schools and universities.

Additionally, the Scholarships Team maintain regular contact with AIEF Alumni to obtain status updates on their post-school pathways, making referrals to the AIEF Pathways Team for additional support where needed.

Selection Criteria

Skills and Experience

To be successful in this role, you will:

Essential

- Have superior administration skills, including experience with data management and analysis and a high level of expertise and accuracy in using and maintaining customer relationship management (CRM) databases or similar.
- Possess the confidence to liaise with a range of stakeholders, including Educational Partners and AIEF Alumni.
- Be analytically minded with experience handling financial distributions, budgets and acquittals.
- Have strong written communication skills, with a high level of attention to detail and exposure to drafting and developing a range of documentation, including letters, memorandums, agreements, policies and procedures.
- Be able to think critically and logically, preferably with experience in the review and interpretation of contracts.
- Be highly proficient in using Microsoft Office, specifically Excel and Word.
- Have 2 – 5 years of relevant work experience.

Desirable

- A demonstrated understanding of ABSTUDY or Centrelink related entitlements.

Attributes and Approach

You:

- Understand and manage internal and external stakeholder needs.
- Are an analytical thinker with the ability to analyse and diagnose financial information.
- Have a high level of attention to detail, accuracy and strong administrative skills.
- Are responsive, open and pro-active communicator with the ability to build and sustain relationships.
- Have exceptional time management and planning skills, including demonstrated ability to meet deadlines, establish priorities and work under pressure.
- Are adaptable, resilient, positive and professional.
- Are personally, passionate and committed to Closing the Gap through Indigenous education and employment.
- Are personally, emulate AIEFs core values of “hardheads, soft hearts and capable hands”.

Key Responsibilities

1. Program Delivery (45% of role)

- Day-to-day relationship management of Educational Partners.
- Coordinate annual budget, acquittal and scholarship distribution procedures.
- Maintain quarterly contact with AIEF Alumni through a range of mechanisms to obtain updates on post-school productive engagement.
- In conjunction with the Scholarships Manager and Programs Director, manage the referral process of AIEF Alumni to relevant Pathways Advisors for follow up support.
- Facilitate data analysis processes, approval and recommendation memos.

- Regularly review and suggest improvements to program policies, processes, timelines and documentation to ensure responsiveness to stakeholder needs, best practice, efficiency, effectiveness and compliance.
- Develop and review partnership agreements.

2. Data Management (25% of role)

- Update and maintain AIEF's CRM database to ensure best practice, accuracy and data integrity regarding Educational Partners and AIEF Alumni to report to Government and AIEF stakeholders.
- Assist in the development of reports to Government and AIEF stakeholders.

3. Stakeholder Engagement (25% of role)

- Establish and maintain productive and professional relationships with Educational Partners (school, universities and colleges), AIEF Alumni and other AIEF stakeholders (e.g. Corporate and Foundation Partners).
- Support stakeholder relationships by facilitating regular meetings (Educational Partners, Corporate Partners) and quarterly check-ins (AIEF Alumni).
- Respond to enquiries regarding the availability of scholarships and AIEF policies and procedures.

4. Corporate Partner Scholarships (5% of role)

- Coordinate reports and other information and data (as required) for annual acquittal processes.

To Apply

Please send your resume with a cover letter (maximum two pages) addressing the Selection Criteria to jobs@aief.com.au. Please also include where you saw this advertisement.

Notes

All AIEF employees must 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 office and requires occasional travel, including interstate.

Aboriginal and Torres Strait Islander People are strongly encouraged to apply