

Role title: Associate – Pathways Program

Reports to: Manager – Pathways

Work Type, Location: Full Time, Brisbane

- Bring your career or student support experience to an NFP with great results
- Join a small, passionate and supportive team; great leave and PBI benefits

Job Summary

Support AIEF Scholarship Students and their volunteer mentors to ensure successful transitions of students to further study or employment.

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

Reporting to the Pathways Manager, the Associate – Pathways Program works with AIEF Scholarship Students to prepare and support them to make a successful transition from school to careers or higher education.

This involves delivering programs that provide age appropriate support and activities to Indigenous students throughout their years in secondary school, individual one-on-one case management for transition of Year 12 students to post school study or employment and support of the mentor program.

The role continues to support students following Year 12 graduation where the Associate – Pathways Program is responsible for tracking and monitoring AIEF Alumni and tertiary scholarship students including supporting them with career development activities and general support from time to time.

The role includes working professionally and strategically with schools, mentors, tertiary institutions, Corporate Partners, employers and other external organisations to achieve the best outcomes for Indigenous students and graduates.

As an AIEF Associate – Pathways Program your responsibilities will include the following:

- Build and maintain trusting and respectful relationships with students and Alumni so that AIEF is their ‘go to’ for career advice and support.
- Connect with our AIEF Alumni for skill development opportunities like internships, speaking or media engagements and representation of AIEF at industry networking events.
- Where student interests align, actively connect students and alumni to internships and employment opportunities with Corporate Partners by identifying appropriate study areas and providing information regarding the corporate working environment and role responsibilities.
- Ensure alumni actively link in to the wider AIEF Alumni network through organised events.
- Ensure alumni receive appropriate career assistance through one-on-one career sessions.
- From time to time provide pastoral assistance like finding accommodation and making referrals to specialist services.
- Support and develop strong, trusting relationships between students, Alumni and volunteer mentors.
- Build and maintain professional and supportive relationships with key stakeholders including educational partners and corporate contacts.
- Deliver the AIEF Pathways Program in accordance with AIEF policies and procedures and within agreed timelines.
- Facilitate Pathways events and activities that delivery age appropriate career planning and development for secondary school age students on an AIEF Scholarship.
- Provide training sessions and ongoing support for mentors to ensure that they are equipped to fulfil their role in the Mentor Program.
- Report on program status by maintaining accurate and timely records in AIEF’s stakeholder management database.
- Perform administrative duties and identify areas for improvement to ensure program success.

The Person

We are looking for someone who is motivated by AIEF’s mission as well as its values of “hard heads, soft hearts and capable hands”. To be successful in the role you will have:

- A Bachelor’s degree in a relevant discipline.
- At least two years’ experience in providing career advice and/or achieving successful employment outcomes for school aged students and/or young adults.
- Experience in program delivery, especially 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.
- An organised, efficient manner and strong time/priority management skills and a high level of attention to detail.
- Familiarity with CRM systems and Microsoft Office.
- Experience working in the Australian education and/or career development sector. (desirable)
- Prior experience working with Aboriginal and Torres Strait Islander people. (desirable)

This position is based in our Brisbane office and requires regular travel, occasionally interstate.

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.

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