

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.

The Role

- Full Time
- Surry Hills location
- Occasional travel, including interstate

The AIEF Scholarships Team works with Educational Partners and AIEF Stakeholders to provide scholarships that enable Indigenous students to pursue their education at some of Australia's leading schools and universities.

As a Scholarships Executive, you will work professionally with Educational Partners and other AIEF Stakeholders to deliver the AIEF Scholarship Program and AIEF Tertiary Scholarship Program to achieve the best outcomes for Indigenous students through the administration of scholarships.

Key Responsibilities

- Coordinate annual budget, acquittal and scholarship distribution procedures.
- Regularly review and suggest improvements to program policies, processes, timelines and documentation to ensure responsiveness to stakeholder needs, best practice, efficiency, effectiveness and compliance.
- Facilitate an assessment process for prospective Educational Partners, including data analysis, approval and recommendation memos and the development of partnership agreements.
- Establish and maintain productive and professional relationships with Educational Partners (school, universities and colleges) and other AIEF stakeholders (e.g. Corporate Partners and Alumni).
- Support stakeholder relationships through the facilitation of regular meetings.
- Respond to enquiries regarding the availability of scholarships and AIEF policies and procedures.
- Update and maintain AIEF's CRM database to ensure best practice, accuracy and data integrity regarding Educational Partner data to report to Government and AIEF stakeholders.
- Assist in the development of reports to Government and AIEF stakeholders.
- Facilitate corporate and tertiary specific scholarships (in collaboration with the AIEF Pathways Team), including project plans, program materials (application form, information brochure), application, assessment, selection and recommendation processes and acquittal and scholarship distribution procedures.

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

Selection Criteria

To be successful in this role, you will:

- Motivation for AIEF's mission and alignment with AIEF values
- Have superior administration skills, including experience with data management and analysis and a high level of expertise and accuracy in the use and maintenance of customer relationship management (CRM) databases or similar.
- Possess the confidence to liaise with a range of stakeholders, particularly about delivering their responsibilities related to Scholarships Agreements.
- 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 reviewing and managing contracts.
- Be highly proficient in using Microsoft Office, specifically Excel and Word.
- Have 1 – 3 years of relevant work experience.

The Australian Indigenous Education Foundation is committed to the safety and well-being of students, stakeholders and our team, their families and communities. Therefore, we require all new employees starting at AIEF to be fully vaccinated against the COVID-19 virus.

The Reward

- Salary packaging (which can add up to \$15,900 in tax-free pay per year)
- Paid Cultural and Enrichment leave
- Paid Parental Leave
- Additional Annual Leave after 3 years' service
- Employee Assistance Program, a free and confidential counselling service

Application Information

To apply for this position please send your resume with a cover letter (maximum two pages) addressing the Selection Criteria to jobs@aief.com.au.

Please apply as soon as possible, applications are considered as they are received.

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.

We encourage applications from Aboriginal and Torres Strait Islander people, people of all ages, people with disabilities, the LGBTQI community, and people from culturally diverse backgrounds.