

**Role title:** Executive – Pathways  
**Reports to:** Manager – Pathways  
**Work Type:** Full Time  
**Last updated:** 13 June 2023

## 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](http://www.aief.com.au)

## The Role

The AIEF Pathways Program, therefore, aims to:

- **Prepare** Scholarship Students for the transition to employment while they are at school.
- **Support** Scholarship Students with one-on-one career support as they transition from education to employment and further study.
- **Check-in** with Alumni and determine their Productive Engagement status, providing ongoing support as needed.

You will work professionally with Educational Partners, AIEF Mentors, Corporate Partners and other AIEF Stakeholders to achieve the best outcomes for Indigenous students.

## Selection Criteria

To be successful in this role, you will:

- Have a Bachelor's degree in a relevant discipline or equivalent relevant skills and experience.
- Have a minimum of two years' experience providing career advice, achieving successful employment outcomes, or delivering school-aged students or young adults' programs.
- Have a proven ability to drive program outcomes while working autonomously.
- Be a 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.
- Have strong written communication skills, with a high level of attention to detail.
- Have expertise and accuracy in using and maintaining customer relationship management (CRM) databases or similar.
- Be highly proficient in using Microsoft Office, specifically Excel and Word.

- Have prior experience working with Aboriginal and Torres Strait Islander people (desirable).
- Be adaptable, resilient, positive and professional.
- Be personally, passionate and committed to Closing the Gap through Indigenous education and employment.
- Be personally, emulate AIEFs core values of “hardheads, soft hearts and capable hands”.

### **Key Responsibilities**

As an AIEF Pathways Advisor, you will:

- Deliver the AIEF Pathways Program following relevant policies and procedures within agreed timelines.
- Build and maintain trusting, meaningful and respectful relationships with Scholarship Students and Alumni so that AIEF is their ‘go to’ for study and employment support.
- Deliver and facilitate Pathways Program events, activities and training sessions for Scholarship Students, Alumni and Mentors.
- Facilitate and support strong, trusting relationships between Scholarship Students and Mentors.
- Establish and maintain productive and professional relationships with Educational Partners (school, universities and colleges) and other AIEF stakeholders.
- Update and maintain AIEF’s CRM database to ensure best practice, accuracy and data integrity regarding Educational Partners, Scholarship Students, Alumni, Mentors and other AIEF stakeholders.
- Assist in the development of relevant reports.

### **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 requires travel, including interstate and attending events outside of business hours.