

## **POSITION DESCRIPTION – Manager – Pathways**

Secondment – 12 months from October/November 2023

**Role Title:** Manager – Pathways

**Reports To:** Programs Director

**People Management:** Up to eight direct reports

**Work Type, Location:** Full Time, Sydney Office

### **About AIEF**

*Hard Heads, Soft Hearts, Capable Hands*

The Australian Indigenous Education Foundation (AIEF) was established in 2008 in response to community demand from Indigenous families who choose to enrol their children in leading 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.

Backed by some of Australia's most influential business and community leaders, AIEF has grown from one scholarship student in 2008 to now supporting over 1,200 young Indigenous people from over 400 communities in every state and territory across Australia.

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

### **The Role**

Reporting to the Programs Director, the Manager – Pathways is responsible for leading the Pathways Team and overseeing the delivery and implementation of the AIEF Pathways Program.

The purpose of the AIEF Pathways Program is to ensure that AIEF Alumni are productively engaged in employment or further education after completing their studies (Year 12 or university) and that AIEF has an active role in achieving that outcome for every alum.

The focus is on supporting and equipping Advisors to effectively deliver the AIEF Pathways Program through Career Sessions and Mentoring, including working professionally and strategically with Scholarship Students, Alumni, Educational Partners, Mentors and other AIEF Stakeholders.

### **Qualifications and Experience**

- A Bachelor's degree in a relevant discipline or equivalent skills and experience.
- At least three to five years' experience in a comparable role managing and developing a team.
- Significant experience in program development, delivery, and improvement in secondary and tertiary education environments.

- A proven ability to drive program outcomes.
- Experience in facilitation, training or coaching.
- Experience in building effective and professional relationships with a range of stakeholders.
- High emotional intelligence and the ability to align the organisation's needs with team development.
- Responsive, open and proactive communicator with the ability to build and sustain relationships.
- Exceptional time management and planning skills, including demonstrated ability to meet deadlines, establish priorities and work under pressure.
- Strong written communication skills, with a high level of attention to detail.
- Expertise and accuracy in using and maintaining customer relationship management (CRM) databases or similar.
- Proficient in using Microsoft Office, specifically Excel and Word.
- Prior experience working with Aboriginal and Torres Strait Islander people.
- 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**

- In collaboration with the Programs Director, set the annual goals and directions, ensuring alignment with the organisation's strategic direction and reflecting the mission and vision of AIEF.
- Management of the AIEF Pathways Program and team in accordance with AIEF policies and procedures and within agreed timelines.
- Maintain an overarching view of all facets of the AIEF Pathways Program, including conceptualising, planning, implementing, monitoring and evaluating program improvements.
- Manage internal and external reporting requirements.
- Support program development initiatives to ensure continual improvement that maintains exceptional standards.
- Lead the Pathways Team to deliver on program outcomes; specifically, deliver the Pathways Program effectively to support educational and employment outcomes of AIEF Scholarship Students and Alumni.
- Day to day management of Pathways Team members, including recruitment, onboarding, coaching, performance management and supervision.
- Build a high-performance culture with the Pathways Team through continuous feedback, responsive learning and development plans.
- External stakeholder management with Scholarship Students, Alumni, Educational Partners, Mentors and other AIEF Stakeholders.

AIEF is committed to the [National Principles for Child Safe Organisations](#): to creating environments where the safety and wellbeing of children and young people is at the centre of our thoughts, values and actions.

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 Governments as a condition of employment.



AIEF is committed to the safety and wellbeing of our students, our stakeholders and our team as well as their families and communities. Therefore, all new employees starting at AIEF will need to be fully vaccinated against the COVID-19 virus.

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.