

PATHWAYS PROGRAM DIRECTOR

Sydney based full-time role

- Passionate, professional and driven team, working together to change the nation
- Lead the Pathways team to deliver the AIEF Pathways Program nationally
- Generous cultural, enrichment and personal leave policies

About AIEF

hard heads, soft hearts, capable hands

The Australian Indigenous Education Foundation (AIEF) is a private sector led not-for-profit (NFP) organisation that empowers Indigenous students and young adults to build a future through quality education and careers. AIEF currently supports more than 500 scholars and 500 graduates.

AIEF was established to meet growing demand from Indigenous students and families for opportunities to attend leading schools and universities. In addition to scholarships, AIEF provides mentoring and career support to ensure students make a successful transition from school to further studies or employment, productive careers and fulfilling lives.

AIEF has the highest success rate of any Indigenous education program in Australia and is backed by some of Australia's most influential business and community leaders.

www.aief.com.au

About the AIEF Pathways Team

The Pathways team is responsible for the delivery and implementation of the Pathways Program nationally, working closely with key stakeholders to provide career support and mentoring to ensure all AIEF Scholarship Students make a successful transition from school to further studies and employment, productive careers and fulfilling lives.

About the role

The Pathways Director is accountable to the Programs Director in leading the Pathways team and ensuring the delivery, development and successful outcomes of the AIEF Pathways Program.

This role is for you if:

- You are passionate about AIEF's mission, are a strong fit with our core values and want to be part of a professional, outcomes focused organisation.
- You are self-driven with organisational agility and a proven ability to quickly establish authentic, trusted relationships across all levels.
- You have a minimum of five years management experience in progressively senior roles and are a strong people leader who enjoys developing team members.

- You are able to move easily from the strategic to the operational. This role requires expertise across strategy development, execution and delivery of programs as well as a firm focus on operations. Some days you will be very hands on and others you will be advising the Programs Director and AIEF Leadership team.
- You are able to think on your feet and build, promote and enrol people in the big picture.
- You are a highly skilled and pro-active communicator, collaborator and a team player.
- You are excited about being an ambassador for organisational culture and values, ensuring they are visible, embedded and upheld.
- You are adaptable, resilient, positive, and professional and can balance a strong focus on people with an ability to deliver outcomes.

This position is based in our Sydney office and travel is required as a normal part of the role.

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.

How to apply

Please send your CV with a one to two page cover letter addressing the dot points above to jobs@aief.com.au. Please also include where you saw this advertisement.

Please Note: Applications will be checked on a regular basis. Please write your cover letter and send with your CV as soon as you can.

AIEF values diversity in our workforce and encourages applications from candidates of all backgrounds, especially Aboriginal and Torres Strait Islander peoples.

POSITION DESCRIPTION - PATHWAYS DIRECTOR

Role title: Pathways Director

Reports to: Programs Director

People Management: Seven direct reports; five indirect reports

Role purpose

The Pathways Director is accountable to the Programs Director in leading the Pathways team and ensuring the delivery, development and successful outcomes of the AIEF Pathways Program.

Qualifications and Experience

Essential

- Minimum Bachelor's degree in a relevant discipline.
- At least 4-5 years people management or leadership expertise and experience.
- Significant experience in program delivery and improvement and/or operations management, with an ability to drive program outcomes.
- Significant experience at a mid to senior level of executing strategy, resource management and stakeholder management.
- Highly skilled in relationship management with demonstrated experience that includes students, educational institutions, corporates and other stakeholders.
- Demonstrated strong verbal and written communication skills with excellent accuracy, particularly related to reports, proposals and materials for government departments.

Desirable

- Experience working in the Australian education and/or career development sector in leadership roles.
- Experienced providing career advice and/or achieving successful employment outcomes for young adults.
- Experience in facilitation, training and/or coaching.

Skills, Attributes and Knowledge

Essential

- Understand and manage complex and competing internal and external stakeholder needs.
- Ability to work collaboratively and with many stakeholders.
- Responsive, open and pro-active communicator.
- Exceptional time management and planning skills.
- Adaptable, resilient, positive, professional and skilled at leading and motivating people to deliver outcomes.
- Analytical thinker with high emotional intelligence with the ability to align the needs of the organisation with the welfare and development of your team.

Desirable

- Current knowledge and understanding of the Australian Indigenous education context, with particular emphasis on Indigenous boarding programs.

Key Responsibilities

Pathways Team Leadership

- In collaboration with the Programs Director, set the team's annual goals and directions ensuring alignment with the organisation's strategic direction and reflecting the mission and vision of AIEF.
- Maintain an overarching and comprehensive view of all facets of the AIEF Pathways Program, including conceptualising, planning, implementing and evaluating program improvements.
- As a Director, support Leadership decisions across the business.
- 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.
- Successfully manage the relevant resources required for delivery of the Pathways Program and support the team to comply with AIEF policies and procedures.

People Management

- Day to day management of the Pathways team members including recruitment, on-boarding, engagement, coaching, culture and performance management.
- Build a high-performance culture through continuous feedback as well as responsive learning and development plans.
- Support and coach team members in strategies and approaches that build a collaborative and healthy workplace culture.

Program Delivery

- Ensure consistent, quality delivery of all aspect of the AIEF Pathways Program to AIEF Educational Partners, students, alumni, corporate partners and other stakeholders.
- Accountability for Pathways internal and external reporting requirements and coordination of deliverables for the AIEF Leadership Team or other areas of AIEF.
- Coach and guide Pathways team members in the preparation of project plans, evaluative reports, program materials and other documentation.
- Accountability for building positive relationships with partner schools and universities in relation to Pathways Program.
- Implement robust communication strategies that support the flow of work and information, decision making, and ensure effective collaboration across business areas.
- Educate and manage Pathways team members to ensure accuracy and integrity of AIEF's stakeholder management database.

Program Improvement

- Drive program development and improvement initiatives to ensure continual improvement that maintains exceptional standards.