



About AIEF

hard hearts, 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 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 1,000 young Indigenous people from over 400 communities in every state and territory of Australia.

The Role

We are now seeking an enthusiastic and team orientated individual to join as the Mentor Program Relationship Officer to facilitate the AIEF Mentoring Program.

As the Mentor Program Relationship Officer your primary focus will be the AIEF Mentoring Program. The Program is designed to match Students with Mentors from our Corporate Partners who offer young Indigenous Students support through school and beyond.

As the Mentor Program Relationship Officer, you will work alongside Students and Mentors from our Corporate Partners matching participants together for the program. The role will be hands on with the engagement of Corporate Partners to attract new mentors to the program, conducting screening and interviews for new Mentors, completing child protection compliance, facilitating training sessions for new and existing mentors and finally matching them with Students on AIEF Scholarships at our partner Boarding Schools.

A large part of the role will see you liaising with corporate and educational partners to implement the day-to-day delivery of the AIEF Mentoring Program in partner Boarding Schools.

Key Responsibilities

- Oversee prospective mentors' applications, including undertaking screening interviews, reference checks, and coordinating the administration of various child protection checks (at both a state and federal level) and other due diligence.
- Ensure all AIEF Mentors are compliant and hold current child protection checks.
- Establish and maintain productive and professional relationships with Educational Partners (school, universities and colleges), AIEF Mentors and other AIEF stakeholders.
- Facilitate and support meaningful, trusting relationships between AIEF Scholarship Students and Mentors.
- Develop materials associated with AIEF Mentoring, including recruitment promotion and training resources.
- Deliver and facilitate AIEF Mentoring training and induction sessions, events and activities.
- Update and maintain AIEF's CRM database to ensure best practice, accuracy and data integrity regarding Educational Partners, Scholarship Students, Mentors and other AIEF stakeholders.

- Assist in the development of relevant reports and program resources.

Selection Criteria

To be successful in this role, you will have:

- A proven ability to drive program outcomes while working autonomously.
- Well-developed oral communication skills (including facilitating presentations) and written communications skills (including documentation and reporting), with a high level of attention to detail.
- Project Management and stakeholder engagement experience.
- Exceptional time management and planning skills, including a demonstrated ability to meet deadlines, establish priorities and work under pressure.
- Demonstrated high-level computer skills, particularly the Microsoft suite of programs.
- Expertise and accuracy in using and maintaining customer relationship management (CRM) databases or similar.
- Prior experience working with Aboriginal and Torres Strait Islander people highly desirable.
- Be personally, passionate and committed to Closing the Gap through Indigenous education and employment.
- Be self-motivated with a demonstrated and enthusiastic approach to day to day business operations.

The Reward

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

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.

Application Information

If you would like a copy of the position description please email jobs@aief.com.au.

To apply for this position click Apply Now and follow the prompts. Please attach your resume with a cover letter (maximum two pages) addressing the Selection Criteria.

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

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.

Employment is subject to satisfactory referee checks, a current employment working with Children Check, National Criminal History check and proof of the right to work in Australia.