



## Recruitment and Onboarding Coordinator

### 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.

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.

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

### The Role

We are now seeking an enthusiastic and passionate Recruitment and Onboarding Coordinator to join our Partnerships Team.

As the Recruitment and Onboarding Coordinator your primary focus will be to attract, engage, recruit, onboard, match, train and check in with Volunteer Mentors for the AIEF Mentoring Program. The program is designed to match Indigenous Students with Mentors from our corporate partners who support them through school and beyond.

As the Recruitment and Onboarding Coordinator you will work hands on with our Engagement Team to attract new Mentors to the program, conduct screening and interviews for new Mentors, complete child protection compliance, facilitate training sessions for new and existing Mentors and finally matching Mentors with Indigenous Students on AIEF Scholarships at our partner Boarding Schools. This role is perfect for someone with a wide skill set in recruitment, relationship building, training, communications and events.

### 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).
- Ensure all AIEF Mentors are compliant and hold current child protection checks.
- Establish and maintain productive and professional relationships with Corporate Partners, 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:

- Recruitment 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.
- 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.
- Prior experience working with Aboriginal and Torres Strait Islander people highly desirable.
- Be self-motivated with a demonstrated and enthusiastic approach to day to day business operations.

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

This is an office based position and can be based in our Sydney or Brisbane Offices.

### **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

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](mailto:jobs@aief.com.au).

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

*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.*

*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.*

*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.*

