

Role title: Executive – Pathways
Reports to: Manager – Pathways
Work Type: Full Time

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 must complete Year 12 or tertiary studies with career support to help them successfully 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

The Role

The AIEF Pathways Program aims to:

- **Prepare** AIEF Scholarship Students to transition to further study or employment while they are at school, including through AIEF Mentoring.
- **Support** AIEF Scholarship Students with one-on-one career support as they transition from education to employment and further study.
- **Check-in** with AIEF Alumni, providing ongoing support as needed after school.

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:

- Previous experience providing career advice, achieving successful employment outcomes, or delivering programs to school-aged students or young adults.
- 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.
- 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 use of 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.

Additionally, you will:

- Be adaptable, resilient, positive and professional.
- 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.
- Emulate AIEFs core values of "hardheads, soft hearts and capable hands".

Key Responsibilities

As an Executive – Pathways, you will:

- Effectively manage a caseload, facilitating one-on-one career sessions with AIEF Scholarship Students and Alumni, following relevant policies and procedures within agreed timelines.
- Build and maintain trusting, meaningful and respectful relationships with AIEF Scholarship Students, as well as providing high-quality information and support related to post-school pathways options.
- Establish and maintain productive and professional relationships with Educational Partners (school, universities and colleges), AIEF Mentors and other AIEF stakeholders.
- Deliver and facilitate Pathways Program events, activities and training sessions.
- Facilitate and support meaningful, trusting relationships between AIEF Scholarship Students and Mentors.
- 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.
- Any other tasks assigned which may be reasonably requested, which contribute to the business needs of AIEF.

Notes

All AIEF employees must undergo a National Criminal Record Check by the Australian Federal Police and a Working with Children Check in each State and Territory Government(s) as a condition of employment.

This position requires interstate travel.