

## **POSITION DESCRIPTION Executive – Mentoring**

**Role title:** Executive – Mentoring  
**Reports to:** Manager – Partnerships  
**Location:** Sydney  
**Type of Employment:** Full time, 38 hours per week

### **About AIEF**

*Hard Heads, Soft Hearts, Capable Hands*

The Australian Indigenous Education Foundation (AIEF) is Australia's largest scholarship program, established in 2008 in response to community demand from Indigenous families who choose to enrol and co-fund 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 Manager – Partnerships, you will work professionally with educational partners, corporate partners, mentors and other stakeholders to achieve the best outcomes for a volunteer mentoring program that commences for students in Year 10 and supports pairs to continue their relationships to Year 12 and beyond.

### **Critical Success Factors**

The Executive – Mentoring is integral to creating meaningful, long-term relationships between students and volunteer mentors. This role is responsible for the administration, reporting and management of the program including safeguarding of young people and children.

### **Key Responsibilities**

The Executive – Mentoring will have responsibility and accountability for the *Critical Success Factors* above and the following

- Establish and maintain productive and professional relationships with mentors, corporate and educational partners to implement the day-to-day delivery of the program.
- Oversee the recruitment of volunteer mentors including applications, 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 mentors are compliant at all times and hold current child protection checks.

- Facilitate and support meaningful, trusting relationships between students and mentors through regular monitoring of the AIEF Engage portal (where all interactions and attempts at interactions are recorded).
- Develop materials associated with the program including promotion, marketing, recruitment and training resources.
- Deliver and facilitate training and induction sessions, events and activities.
- Develop policies, procedures, strategies, submissions and proposals as required.
- Update and maintain AIEF's CRM database to ensure best practice, accuracy and data integrity.
- Ensure accuracy and completeness of relevant data for reporting and evaluation.
- Any other tasks assigned which may be reasonably requested, which contribute to the business needs of AIEF.
- Ability to prioritise workload and meet deadlines and timeframes with high quality work.
- Frequently going above and beyond in the role.
- Role models AIEF values, culture, work ethic, policies and procedures.
- Highly engaged and highly committed to AIEF.

### **Essential Qualifications and Experience**

The right person for this role is motivated by AIEF's mission and values and also has

- Tertiary or other qualifications in related field.
- Experience working with Indigenous youth and a strong understanding of the experiences of young people through secondary education.
- Has demonstrated experience working with corporate stakeholders.
- Is a highly skilled communicator with an ability to build effective and professional relationships with corporate stakeholders, other external stakeholders and across teams within AIEF.
- Demonstrates the ability to build processes and systems in collaboration with other stakeholders and team members.

***Interstate travel and attending events outside hours will be required for this role.***

AIEF is committed to Child Protection including Working with Vulnerable People, mandatory reporting and the National Principles for Child Safe Organisations. 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.

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, all employees at AIEF need to be fully vaccinated against the COVID-19 virus.

AIEF is a focussed and non-partisan, non-political organisation that advocates for its Purpose, Mission and Vision and works with all levels and of government and politicians of all persuasions, but does not engage in advocacy on any other political issues or social causes, nor does it represent or advocate on behalf of its students, alumni or other stakeholders on any such issues.