

## **Business & Corporate Partnerships Coordinator**

Fixed term initially 4 days per week; 60.8 hours per fortnight until 30.6.2019;  
thereafter 3 days per week; 45.6 hours per fortnight until 30.6.2021

- Utilise your passion and experience in marketing for a leading peak body organisation
- Bring your marketing ideas and fresh thinking to build our organisational business
- Part time position available until 30 June 2021 in CBD location
- Friendly workplace and flexible work options with full salary packaging tax-free benefits

Volunteering SA&NT is a not-for-profit organisation and the peak body representing the interests of volunteers and the volunteering sector in SA and the NT. Our mission is to promote and celebrate volunteering and play a key leadership role in advancing volunteering by providing an extensive range of services, support and resources for volunteers and volunteer organisations.

We seek an experienced and enthusiastic part-time Business & Corporate Partnerships Coordinator to promote and grow Business and Corporate Volunteering, event sponsorship and other business projects by establishing strong, collaborative relationships with internal and external stakeholders.

This key role will report to the Communications Manager and will be responsible for the coordination of all marketing and sponsorship related duties, and to develop and maintain partnerships that contribute to the VSA&NT's financial sustainability and reputation.

You must be able to:

- Lead systems and processes for partnership development and management with businesses and volunteer involving organisations
- Develop and lead external stakeholder networks and events that support partnership development
- Understand and utilise contracting and marketing as they pertain to existing partnerships
- Proactively research, identify and develop new business partnership opportunities with potential business partners
- Assist in developing and implementing marketing, promotional and sponsorship strategies

To succeed in this role you must have the following qualifications and experience:

- Tertiary qualification in project/program management, business management, marketing or related field
- At least 2 years working successfully in marketing, business development or related field
- Experience in partner relationship oversight in NFP or business/corporate relationships
- Demonstrated networking capability within the business/corporate and NFP sectors
- Knowledge of PR and communications
- Proficiency with Microsoft Office suite

You will also need:

- A current National Police Clearance (or be willing to obtain one)
- The right to work in Australia.

To apply, please send your CV and a Covering Letter outlining your experience against the essential criteria in the Position Description (find the PD on our website at: [www.volunteeringsa-nt.org.au](http://www.volunteeringsa-nt.org.au) (search for Business & Corporate Partnerships Coordinator) (2 pages maximum) to [applications@volunteeringsa-nt.org.au](mailto:applications@volunteeringsa-nt.org.au) by **5:00pm Wednesday 27 March 2019**.

Only shortlisted candidates will be contacted. Any enquiries please contact Louise at 8221 7177

## Position Description

<b>POSITION TITLE:</b>	Business & Corporate Partnerships Coordinator		
<b>AWARD / CLASSIFICATION:</b>	Social, Community, Home Care and Disability Services Industry Award 2010 Social and Community Services Stream Level 5		
<b>SECTION:</b>	Business / Communications and Marketing		
<b>LOCATION:</b>	SA		
<b>STATUS OF APPOINTMENT:</b>	Part time	<b>HOURS PER FORTNIGHT:</b>	60.8 until 30.6.2019 45.6 until 30.6.2021
<b>DATE</b>	February 2019		

### UNIQUE VALUE-ADD / PURPOSE

Lead the development of strategies to build and maintain VSA&NT's partners, sponsors and supporters to ensure long term financial sustainability. Promote and grow Business and Corporate Volunteering, WeDo App Rewards, event sponsorship and other business projects by establishing strong, collaborative relationships with internal and external stakeholders.

### KEY PERFORMANCE AREAS

Key Performance Area	Accountability	KPI's and Timeframe
<b>Leadership</b>	<p>Collaborate with the VSA&amp;NT workforce to achieve defined objectives and provide valuable input into VSA&amp;NT business and operations.</p> <p>Lead systems and processes for partnership development and management with businesses and volunteer involving organisations for WeDo, business/corporate volunteering, events and other business programs and projects.</p> <p>Develop and lead external stakeholder networks and events that support partnership development and contribute to sustainable outcomes for VSA&amp;NT.</p>	<ul style="list-style-type: none"> <li>• Effective collaboration, communication and regular information sharing with workforce</li> <li>• Effective communication and regular, structured networking with external stakeholders</li> <li>• Systems and processes are designed and utilised effectively and efficiently</li> <li>• All procedures and activities, including marketing, partnership opportunities, reports, invoicing and events related to the role are progressed and delivered in a timely, relevant and precise manner.</li> </ul>
<b>Partnerships Growth</b>	<p>Understand and utilise contracting and marketing strategies as they pertain to partnerships that enable business growth for WeDo, business/corporate volunteering, events and other business programs and projects</p> <p>Research and develop new business partnership opportunities for the</p>	<ul style="list-style-type: none"> <li>• New partnership contracts and marketing are secured, sustainable and profitable for VSA&amp;NT</li> <li>• Fee for service business income from partnership growth increases VSA&amp;NT financial sustainability and security.</li> <li>• Annual financial targets for increasing income from</li> </ul>

	<p>mutual benefit of VSA&amp;NT and our potential business partners</p> <p>Proactively identify new business opportunities.</p> <p>Assist with the development and implementation of group volunteering opportunities between businesses/corporates and NFPs on a 'fee for service' basis</p> <p>Develop employee volunteering opportunities between businesses/corporates and NFPs on a 'fee for service' basis.</p> <p>Research and develop, and be part of the implementation of, other viable business partnerships for VSA&amp;NT that create sustainable growth for the organisation.</p>	<p>partnerships to be developed and met</p> <ul style="list-style-type: none"> <li>• New, viable options are well-researched, investigated, recommended and implemented in a timely manner</li> <li>• New and existing networking connections to corporates, government and the NFP sector are utilised effectively for targeted marketing planning and execution</li> </ul>
<b>Partnerships Management</b>	<p>Develop mutually rewarding partnerships.</p> <p>Assist in implementing marketing and promotion strategies on partnerships and relationships with business/corporate volunteering to all stakeholders including NFP's, volunteers, sponsors and other corporate businesses, in liaison with other relevant VSA&amp;NT workforce.</p> <p>In collaboration with relevant VSA&amp;NT workforce, develop information sessions on business/corporate volunteering to all stakeholders including NFP's, volunteers, sponsors and other corporate businesses.</p>	<ul style="list-style-type: none"> <li>• Effective relationships and increased business/corporate volunteering with all other stakeholders achieved.</li> <li>• Marketing and promotion strategies delivered professionally to reasonable timelines and prescribed outcomes</li> <li>• All partners and stakeholders experience high satisfaction of service delivery Information developed and delivered within reasonable timelines and prescribed outcomes</li> </ul>
<b>IT</b>	<p>Demonstrate appropriate and relevant understanding and use of office systems, policies and procedures.</p>	<ul style="list-style-type: none"> <li>• Timeframes are followed</li> <li>• Issues are raised and resolved</li> <li>• Contributions made to development, maintenance and improvement of systems</li> </ul>
<b>Skills in Volunteer Management</b>	<p>Develop a volunteer team to enhance the work to build partnerships with business/corporate volunteering and its benefits with and for our work.</p> <p>Contribute to volunteer management training delivery and evaluation.</p>	<ul style="list-style-type: none"> <li>• Volunteer business/corporate volunteering team recruited, retained and supported to be productive and effective in their work.</li> </ul>
<b>Reputation</b>	<p>Embed our role as the peak body for the volunteering sector for support, information and partnerships that enhance our business functions.</p>	<ul style="list-style-type: none"> <li>• Enhanced reputation in business partnerships achieved and high stakeholder satisfaction experienced.</li> </ul>

## **STANDARD CONDITIONS**

The Incumbent must observe all lawful intentions and instructions and abide by VSA&NT Policies and Procedures, including WH&S, Code of Conduct, Confidentiality and Privacy.

All positions are required to have a current National Police Clearance (no older than 3 years from issue date)

All positions are required to be eligible to work in Australia.

Additional hours may be required, as negotiated prior with and approved by the Executive Manager SA.

Inter-state and regional travel may be required.

Current driver's licence and use of own vehicle, if required (*mileage reimbursement will be paid as per applicable Award for this position*).

All positions are subject to ongoing funding.

## **WORKING RELATIONSHIPS**

This role reports to Communications Manager

This role works within the guidelines and requirement as defined and advised by the CEO and Executive Managers for SA and NT.

## **PERSON SPECIFICATION**

### **Experience**

#### *Essential:*

- At least 2 years working successfully in marketing, business development or related field
- Experience in partner relationship development in NFP or business/corporate relationships
- Demonstrated networking capability within the business/corporate and NFP sectors
- Knowledge of PR and communications
- Proficiency with Microsoft Office suite

#### *Desirable:*

- Experience in project research, planning and management
- Knowledge of volunteer sector issues and challenges

### **Qualifications**

*Essential:* Tertiary qualification in project/program management, business management, marketing or related field

### **Personal abilities, aptitudes, skills**

- Works professionally, diligently and with integrity to a high level of performance
- High level written and verbal communication skills
- Exceptional client relationship skills
- Excellent influencing and presentation skills
- Excellent planning and time management skills
- Ability to work efficiently under limited direction and minimal supervision, with the discipline required to fully complete work undertaken
- Meet work targets and deadlines within tight time constraints
- Ability to lead and inspire others with a 'can-do' attitude
- Energetic, enthusiastic team player
- Ability to exercise initiative and excellent judgement
- Ability to conduct research, to analyse problems and formulate appropriate solutions
- Passionate about business and community working together to transform the community through volunteering
- Demonstrated experience in building and maintaining high quality corporate and NFP relationships
- A self-starter with highly developed attention to detail