

POSITION DESCRIPTION

Role:	Partnerships and Engagement Coordinator
Employment Type:	Full Time, Fixed Term – Contract until 30/06/2024
Business Unit/Branch:	Innovation and Impact
Position reports to:	Partnerships and Engagement Manager
Award Classification:	Social, Community, Home Care and Disability Services Industry (SCHADS) Award, Level 3
Salary range:	\$68,000 – \$73,000
Location:	Melbourne, VIC
Company overview:	<p>SANE is Australia’s leading NGO for complex mental health. We are a medium-sized organisation (100 people with 60 volunteers) but we are driven, passionate and engaged. Our vision is an Australia where people affected by complex mental health issues live long and fulfilling lives, free from stigma and discrimination.</p> <p>We provide unique mental health services to those most in need, including counselling, peer support, groups, online forums and art programs. In addition, we educate, reduce-stigma, advocate and drive systemic change.</p>
Position contact:	Name: Suzy Canadi Email: suzy.canadi@sane.org

POSITION PURPOSE

Our Partnerships and Engagement Coordinator will support our Partnerships Manager to ensure the successful delivery of engagement activities with key partners to support SANE’s service delivery objectives.

The Partnerships and Engagement Coordinator will play a crucial role in SANE partnerships and will be a highly valued member of our Innovation and Impact team!

KEY FUNCTIONS

Key Relationships

- SANE Key Stakeholders
- SANE Partners
- Impact and Innovation team
- Wider organisation

Key Accountabilities

- Support the implementation of a Partnerships Strategy including ensuring all strategic partnerships activities are undertaken using appropriate formats, monitoring and processes.
- Maintain an up-to-date stakeholder/partner database and set up and run reports as requested.
- Coordinate documentation related to partnership targets, goals and KPIs and keep up-to date records and data.
- Support the roll out of the stakeholder initiation plan.
- Coordinate reviews of resources and collateral and ensure the team has adequate stock and relevant materials.
- Support the roll out of planned activity related to Forum's partnerships including management of the Partnerships inbox, EDMs and other related duties.
- Developing solutions focussed sector partnerships.
- Maintain a contract register for MOUs/Service Agreements and help facilitate renewal.
- Support the dissemination of referral tools and processes to partners.
- Support the administration of small collaboration grants to local NGO partners for service promotion.
- Manage partners' ad hoc requests on an ongoing basis.
- Support the SANE Forums team's partner training and development initiatives, by assisting in creating presentations, and other resources.
- Liaise with the Forums team to ensure smooth running of partner involvement in Forum activity.
- Maintain documentation related to local referral opportunities and champions in PHN regions.

ESSENTIAL REQUIREMENTS

Skills & Expertise

- Proven administration and/or customer service experience.
- Experience using CRM database (Salesforce desirable) and email tools (Campaign Monitor desirable).
- Confident public speaker, with experience in facilitating meetings.

- Demonstrated experience working with a diverse range of internal and external stakeholders.
- Excellent time management and demonstrated experience working in a high paced environment.
- Excellent written and oral communication skills and interpersonal skills.
- Desirable – experience working in the mental health sector, specifically with people affected by complex mental health issues to improve service delivery.
- Demonstrated ability to manage multiple priorities with shifting and short deadlines.
- Microsoft Office skills (Word, Excel, PowerPoint).
- Brings a can-do attitude, demonstrating initiative, in a dynamic and fast paced environment.

Qualification and Experience

- Certificate in Administration or similar.
- Over three years' experience working in a program delivery team (ideally in standing up a new program).

PRE-EMPLOYMENT CHECKS

All appointments to SANE are subject to reference checks, criminal record checks and Working with Children Check. You may also require a NDIS Worker Screening Check.

Date PD Adopted:	February 2023
PD Review Date:	February 2025