

## Position Description

### The Role

Title: Partnerships Coordinator

Purpose Statement: Support the Partnerships Manager to ensure the successful delivery of engagement activities with key partners to support SANE's service delivery objectives.

Team: Communications and Engagement

Reports to: Partnerships and Engagement Manager

Staff Reporting to: NIL

Location: Melbourne

Employment Status: Full time, contract until 30/6/2023

### Key Functions:

- 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 Forums partnerships including management of the Partnerships inbox, EDMs etc.
- 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

### Quality and Safety

- Create, maintain, and foster a safe and mentally healthy workplace at all times.

- Maintain compliance in relation to financial standards and relevant compliance requirements.

### People and Culture

- Embrace the SANE Australia values in everything you do.
- Maintain respectful relationships and communications with all SANE Australia team members, partners and supporters.
- Value the strengths of team members, partners and supporters, and contributing to an environment where all strengths are valued.
- Adhere to SANE's policies and procedures.

### Essential Requirements – Key Selection Criteria:

#### Skills & Expertise

- Proven administration and/or customer service experience, with a 'can do' attitude, demonstrating initiative, in a dynamic and fast paced environment
- Experience using CRM databases (Salesforce desirable) and email tools (Campaign Monitor desirable)
- Demonstrated experience working with a diverse range of internal and external stakeholders
- Excellent written and oral communication skills and interpersonal skills
- Demonstrated ability to manage multiple priorities with shifting and short deadlines
- Microsoft Office skills (Word, Excel, PowerPoint)

#### Desirable experience

- Understanding of complex mental health issues
- Experience working with people with lived experience of mental health issues, including carers, would be advantageous

#### 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)