

Position Description

Position title	Partnerships Coordinator
Location	Paddington (remote working required initially due to COVID-19 restrictions and ongoing remote work possible)
Team/department	SANE Support
Employment status	Full time
Employment type	Fixed term contract until 30 June 2022
Reports to	Peer Support Lead

Position purpose

Position purpose	<p>About SANE Australia</p> <p>SANE Australia is a national mental health organisation working to make a real difference in the lives of people affected by complex mental health issues through support, research and advocacy.</p> <p>The SANE Group also consists of the Anne Deveson Research Centre (ADRC) and the Dax Centre. The ADRC was established in 2018 to conduct research to drive social outcomes for people affected by complex mental health issues. The Dax Centre provides artists with lived experience of mental health issues opportunities for creative expression while fostering social change. Founded in 2012, but with a history spanning back to the 1940s.</p> <p>SANE is a values-led organisation that offers workplace flexibility, a supportive, friendly team, and the opportunity to help Australians affected by complex mental issues live long and fulfilling lives, free from stigma and discrimination.</p> <p>We are driven by our values of Respect, Innovation, Celebration, Responsibility and Collaboration.</p> <p>Staff at SANE Australia benefit from generous not-for-profit salary packaging options, an employee assistance program, and additional days pro-rata of paid Reflection Leave per year after completing 12 months of service.</p> <p>About the role</p> <p>SANE Support is an integrated service which consists of a range of support options for people affected by complex mental health issues including people with a lived experience and their family, friends and carers. These include:</p> <ul style="list-style-type: none"> • Counselling Support: via telephone, webchat and email
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	<ul style="list-style-type: none"> • Peer Support: via online peer support forums, and upcoming pilots: digital peer groups and 1:1 peer support • Self-help: via the sane.org website, clinically sound psycho-educational content <p>The Partnerships Coordinator promotes SANE’s mission by increasing the reach of SANE Support, by strengthening collaboration with key stakeholders, including working locally and regionally with a range of partners.</p> <p>One of the main partner networks currently is for the SANE Forums that operates under a unique partnership model whereby the online environment created by SANE Australia is syndicated to seventy-five other mental health and community-based organisations around the country.</p> <p>This role will also coordinate the development and implementation of a plan to increase the scope of partnerships from SANE Forums to all of SANE Support.</p> <p><i>This position description is intended as a guide to the performance of duties and is not an exhaustive list of everything the incumbent will be required to do when carrying out duties. In addition to the Accountabilities below, the incumbent may be required to perform additional duties that are considered within the scope of their role and skill level.</i></p>
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Key Accountabilities

Accountability	
Partner communication and engagement	<ul style="list-style-type: none"> • Work with partners to design and deliver activities within the Forum, utilizing their expertise • Support the Forums team with forum event development and planning • Proactively identify opportunities for innovative new materials and resources to improve the effectiveness of the partnerships, including maintaining the Partners Online Resource Hub and • Work collaboratively with other SANE staff including Digital Content and Communications team members to provide tailored materials for partners. • Each month, provide copy, imagery and links for partners to promote forums events via their social media and other digital channels • Produce regular communications for partners, including upcoming Forum events, forum data reports and general updates

Accountability	
	<ul style="list-style-type: none"> • Manage partners' ad hoc requests on an ongoing basis
Partnership integration	<ul style="list-style-type: none"> • Work collaboratively with partners to integrate the Forums into their organisation's service offerings • Co-develop, monitor and review measurable annual collaboration plans for each partner • Develop and deliver capacity building for partners, including training, presentations, and other resources • Assist in identifying opportunities for Forums partners to collaborate on SANE's advocacy agenda • Maintain a performance framework to measure the effectiveness of partnerships
Communication and Facilitation	<ul style="list-style-type: none"> • Communicate clearly and demonstrates awareness of, and ability to regulate own emotional reactions • Adapts communication style to meet the needs of others • Engages with people and facilitates with skill and confidence
Professional Development	<ul style="list-style-type: none"> • Participate in, and develop skills through professional development and supervision sessions • Actively take ownership of personal and professional development as well as contribute to the development of peers through sharing expertise and experiences
Health and Safety	<ul style="list-style-type: none"> • Create, maintain, and foster a safe work environment at all times • Ensure your work does not adversely affect any other members internally and externally • Report any injury or incident by lodging an Incident Report via Employment Hero within 24 hours and to update your manager • Actively be responsible for your own self-care and emotional wellbeing in conjunction with SANE Staff Wellbeing Guidelines
People & Culture	<ul style="list-style-type: none"> • Uphold and work within the SANE Values & Behaviours • Value the strengths of team members, partners and supporters, contributing to an environment where all strengths are valued. • Adhere to SANE's policies and procedures

Position dimensions

Direct reports	None
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Key internal and external stakeholders

Stakeholder	
Peer Support Lead	<ul style="list-style-type: none"> Line reporting manager. Provides mentorship and leadership
Director, SANE Support	<ul style="list-style-type: none"> Accountable for SANE Services
Community Manager	<ul style="list-style-type: none"> Colleague on Forums partnership work
Partner organisations	<ul style="list-style-type: none"> Key relationships, communicating regularly
Diversity & Inclusion Coordinator	<ul style="list-style-type: none"> Also working on partnerships
SANE Support Team	<ul style="list-style-type: none"> Work collaboratively and ...

Key Selection criteria

Qualifications
<ul style="list-style-type: none"> Minimum Tertiary level qualifications in mental health, community development, public health/health promotion, sociology/communications or currently working towards a higher relevant qualification
Experience
<ul style="list-style-type: none"> The ability to effectively manage relationships with a diverse range of partners and stakeholders (engagement, prioritisation, capacity building and coordination) Strong interpersonal and communication skills and the ability to influence across all levels Demonstrated experience in managing time and competing priorities Experience in developing and managing stakeholder engagement strategies with individuals and organisations Experience utilising data and insights to inform decision making Highly desirable: Experience working in, and understanding of, the mental health sector, specifically an understanding of organisations' varying capacities, challenges, resources and services Highly desirable: project management experience
Capabilities
<ul style="list-style-type: none"> Ability to work autonomously and use time effectively A reasonable level of resilience to fulfil the demands of the role Empathy and enthusiasm for providing support to people affected by complex mental health issues Work independently and show initiative as well as work effectively within a team Problem solver: identify, analyse and solve any obstacles/challenges From time-to-time have work outside business hours to deliver partner events Demonstrated experience in time management From time-to-time, have the ability to work outside of business hours to deliver Forum events Excellent communication and interpersonal skills commitment to SANE Australia's values

Requirements

- You must maintain a right to work in Australia, in the position and location of employment during your employment with SANE Australia. You must comply with all terms of any such grant of a right to work in Australia