

## AVI Position Description

<b>POSITION TITLE:</b> Partnerships Lead	<b>CLASSIFICATION:</b> AVI Band 4  TRP (\$90 – \$105K AUD)	<b>PROGRAM:</b> Australian Volunteers Program	<b>DATE:</b> April 2021
<b>LOCATION:</b> Melbourne	<b>REPORTS TO:</b> Partnerships and Innovation Manager	<b>POSITIONS REPORTING TO THIS ONE:</b> None	
<p><b>ORGANISATION</b></p> <p>AVI is an Australian not-for-profit organisation committed to achieving economic and social development outcomes across Asia, the Pacific and the world. AVI believes in self-determination with locally owned and led change.</p> <p>The development of effective and diverse partnerships are central to the successful delivery of the Australian Volunteers program end of program outcomes identified by DFAT. Relationships between Australian Organisations and overseas Partner Organisations will strengthen Australia’s relationships with partner countries by enhancing the development benefits of Partner Organisations and building sustainable institutional linkages. Current strategic partnerships can be expanded and new partnerships explored to identify and scale up new volunteering modalities, multiply capacity development outcomes, and increase the program’s profile, outreach and capacity to recruit through leveraging Australian and international networks. These institutional linkages provide sustainability to the program beyond the individual volunteer assignment and encourages strong and enduring partnerships to facilitate a holistic approach to the achievement of Australian Government development goals.</p>			
<p><b>KEY OBJECTIVE:</b></p> <p>The Partnerships Lead will drive a strategic, multi-faceted approach to identify, develop, and onboard new partners to the program. The Partnerships Lead will also manage a portfolio of current Australian Organisations and support linkages to overseas Partner Organisations to successfully achieve the Australian Government’s expected volunteer program outcomes and public diplomacy goals.</p>			
<p><b>RELATIONSHIPS AND INTERACTIONS:</b></p> <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Australian Volunteers Program staff in Melbourne and overseas</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Partners to the Australian Volunteers Program</li> <li>• New and existing partners</li> </ul>		<p><b>PHYSICAL DIMENSIONS:</b></p> <p>This role requires the ability to:</p> <ul style="list-style-type: none"> <li>• Sit or stand for long periods, as well as regular bending, crouching and reaching.</li> <li>• Use an appropriate lifting technique to manually handle office files and items.</li> <li>• Operate a computer accommodating reasonable adjustments.</li> <li>• React to a display (computer screen) throughout the workday.</li> <li>• Use a telephone within reasonable adjustments (including use of headset).</li> </ul>	

<p><b>DECISION MAKING:</b></p> <p>This role works under the direction of the Partnerships and Innovation Manager and the direction of the Program Director of the Australian Volunteers Program where required, and will undertake a range of tasks and activities requiring the use of acquired skills and knowledge of brokering and managing partnerships. This role will perform tasks consistent with the expectations set by AVI, DFAT and the Australian Volunteers Program. The role includes scope to inform the strategic direction of partnerships work and to make some decisions without consultation with the direct Manager.</p>	<p><b>POSITION DIMENSIONS:</b></p> <p>N/A</p>
<p><b>VALUES:</b></p> <p>We expect all our employees demonstrate the ability to uphold AVI values through behaviour, leadership, and projects. Our values are: Equity and Social Justice, Diversity and Inclusion, Integrity, Partnership, Solidarity and Respect.</p>	
<p><b>KEY CHALLENGES</b></p> <ul style="list-style-type: none"> <li>• Effective management of multiple concurrent partnerships and competing priorities.</li> </ul>	
<p><b>KNOWLEDGE AND EXPERIENCE REQUIREMENTS</b></p> <p><b>Experience, Skills &amp; Attributes</b></p> <ul style="list-style-type: none"> <li>• Proven high-level networking and representational skills including an ability to develop partnerships, maintain relationships and influence key decision makers</li> <li>• Exceptional partnership brokering experience</li> <li>• Experience working on government funded programs (especially DFAT) is a significant advantage</li> <li>• Exceptional strategic relationship management and program management skills, including the ability to manage inputs from multiple stakeholders to deliver high quality outcomes</li> <li>• Commercially astute, including the ability to identify emerging trends impacting program delivery in the international development sector</li> <li>• A demonstrated ability to efficiently and effectively manage a large portfolio of diverse partners</li> <li>• Energetic and motivated, proactive, with innovative ways to achieve results.</li> <li>• Exceptional interpersonal, networking, negotiation and relationship management skills</li> <li>• High level written communication skills including proposal development and documentation, together with well-developed administration, organisational skills and attention to detail</li> </ul> <p><b>Knowledge and demonstrated experience in:</b></p> <ul style="list-style-type: none"> <li>• A track record of developing and maintaining strategic partnerships that deliver impact.</li> <li>• Strong experience in negotiating and networking with senior stakeholders in a wide range of organisations (e.g. Private, NGOs, government, tertiary/education)</li> <li>• Extensive end-to-end program design and management experience, including experience developing and managing to a budget</li> </ul>	

<ul style="list-style-type: none"> <li>• Highly developed cross-cultural awareness and a deep understanding of the relevant international development issues facing partner regions and countries</li> <li>• Demonstrated senior-level experience in identifying, developing and implementing multi-partner partnership agreements, including associated management systems and processes</li> <li>• Demonstrated ability to work independently as well as to work effectively as a team</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant tertiary qualifications or equivalent experience</li> </ul>		
ACCOUNTABILITIES		
KEY RESULT AREA	KEY ACTIVITIES	PERFORMANCE MEASURES
<b>Strategic Partnership Development</b>	<ul style="list-style-type: none"> <li>• Develop strong working relationships with key stakeholders at a senior level in a wide range of organisations in Australia to promote innovative partnership opportunities</li> <li>• Identify and develop suitable partnerships that deliver outcomes for all stakeholders and impact for the program</li> <li>• Ensure and balance the delivery of partnerships that respond to overseas partner organisations' requirements, DFAT priorities and programs, recruitment of suitable Australians and Public diplomacy outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• A range of high functioning new and existing partnerships</li> <li>• A strategic and balanced portfolio of partnerships reflective of responding to needs of all stakeholders</li> </ul>
<b>Innovative partnerships and project</b>	<ul style="list-style-type: none"> <li>• Work in partnership to develop innovative, multi-stakeholder projects that support program goals and deliver benefit to all stakeholders</li> <li>• Work closely with Australian partner Organisations to develop innovative volunteering models for greatest impact</li> </ul>	<ul style="list-style-type: none"> <li>• Creating new and effective projects delivered that benefit all stakeholders</li> </ul>
<b>Managing and maintaining partnerships</b>	<ul style="list-style-type: none"> <li>• Responsible for end-to-end management of portfolio of multi-sector partnership projects, from inception to delivery and outcome evaluation</li> <li>• Ensure partnerships deliver ongoing impact for the program and partners</li> <li>• Contribute to the identification and development of frameworks and tools to underpin partnerships work</li> <li>• Ensure suitable systems and processes for tracking and managing partnerships</li> </ul>	<ul style="list-style-type: none"> <li>• Effective reporting of Partnership Impact</li> <li>• Australian organisations satisfied with their engagement with the program</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain high functioning partnerships with the portfolio of Australian Organisations</li> <li>• Provide regular and ad-hoc program/project specific reports as requested to DFAT, Australian Organisation partners and other stakeholders as required</li> <li>• Support public diplomacy outcomes</li> </ul>	
<b>Team Work</b>	<ul style="list-style-type: none"> <li>• Develop and maintain proactive and productive working relationships with both internal and external stakeholders.</li> <li>• Communicate information as appropriate with relevant team members.</li> <li>• Participate in team activities and meetings demonstrating respect and consideration for individual experience and expertise.</li> <li>• Engage in continuous learning and contribute positively to a collaborative and respectful working environment aligned with the culture and values of AVI.</li> </ul>	<ul style="list-style-type: none"> <li>• Mutually respectful and collaborative working relationships within and between teams</li> </ul>
<p><b>ADDITIONAL REQUIRMENTS:</b></p> <ul style="list-style-type: none"> <li>• In addition to the above, any and all other duties and responsibilities are to be performed as required and consistent with this role</li> <li>• This role may require some work outside of regular hours</li> <li>• Understanding of, and commitment to, EEO and privacy principles</li> <li>• A Background and Security and commercial credit check will be performed as a requirement of this role</li> <li>• An offer of employment to this role may be subject to a satisfactory criminal record check. This may include require appropriate international police clearances if you have lived in a country (or countries) outside of Australia for a period of more than 12 months in the last five (5) years</li> <li>• Continued employment may be subject to additional security checks from time-to-time</li> <li>• Some interstate and international travel may be required.</li> </ul>		