

Corporate Partnerships Manager



About Ardoch

Ardoch is a national not-for-profit organisation focused on improving educational outcomes for children and young people experiencing disadvantage.

We deliver tailored education and wellbeing programs which address barriers to education by providing vital learning and wellbeing resources and activities. These programs build children and young people's confidence, aspirations, social skills and wellbeing. These are essential elements for enabling full engagement in education and a love of learning. Engagement in education is the key to opening future pathways and possibilities. Without it, the cycle of disadvantage and inequity continues.

We broaden horizons for children by providing access to excursions and inspiring learning experiences. We mobilise volunteers to support students in partner schools to act as positive adult role models who invest time, share knowledge and experience, and actively demonstrate their interest in a child's future. We advocate for change so that key issues such as inequities in Australia's education system are at the forefront.

Ardoch works with thousands of children and young people in primary and secondary schools in Victoria, New South Wales, Queensland, and Western Australia. We achieve this by linking schools, businesses and communities to support programs and activities to assist schools, children and their families.

Vision Our vision is that every child's potential is realised through full participation in education.

Values

- **Empowerment:** We recognise people's strengths and uniqueness, amplify their voices, and support them to make their own choices.
- **Learning:** We value the power of education to change lives, and continually learn from research, students, partners, communities and each other.
- **Impactful:** We strive to create the most meaningful change for the students we support.
- **Community:** We connect diverse voices and perspectives and collaborate to respond to the unique needs of schools and their communities.
- **Accountability:** We own our actions and take responsibility for creating a fair, respectful and positive environment

Position: Corporate Partnerships Manager

About the Fundraising and Engagement Team

The Fundraising and Engagement Team, a team of four, raises over \$3million annually with around half of this coming from our corporate partners. Corporate income is derived from fee-for-service, grants and donations. Ardoch has a number of long-term committed partners who

contribute money, volunteers, goods and services and has a demonstrated track record in providing excellent opportunities for corporate engagement.

Organisational Unit	Fundraising and Engagement Team
Tenure and Hours	1 FTE or 0.8 FTE
Job Classification	Modern SCHADS (Social, Community, Home Care and Disability Services Industry) Award 2010, Level 6 (negotiable based on experience)

Position Objectives

The position objectives are to:

1. Manage the corporate partnership program
2. Retain Ardoch's corporate partners with proactive relationship management and excellent service
3. Grow Ardoch's corporate support, increasing income from partnerships, donations and grants
4. Contribute to organisational culture and strategic direction

Location

Head office is Level 4/85 Queen Street, Melbourne, VIC, 3000.

Non-Melbourne-based staff work from home. All staff work from home on Mondays and Fridays.

Reports to: National Fundraising and Engagement Manager

Direct Reports

Corporate Partnerships Coordinator
May manage volunteers

Key Stakeholders

Internal: Ardoch Board, staff, and volunteers

External: Corporate partners, local businesses, trusts and foundations, local government, community organisations, state and territory peak bodies and others

Benefits of Working for Ardoch

- Working with like-minded colleagues to make a difference in our community to support the learning and wellbeing of children and young people experiencing disadvantage
- Five days of designated gifted leave over the course of the year and a day off for your birthday
- Flexible working arrangements, as agreed with your manager
- Salary packaging is available in line with current legislation
- Ardoch's strong commitment to staff learning and development

Position Responsibilities

The key functions and responsibilities of the role are:

1. Manage the corporate partnership program

- Work with the National Fundraising and Engagement Manager to set, monitor and revise the Corporate Partnership budget
- Oversee strategic and operational planning, systems, processes, delivery and reporting for Corporate Partnerships
- Stay abreast of corporate engagement trends and build and maintain networks across the sector
- Monitor, evaluate and learn from corporate partnerships, ensuring a process of continuous improvement
- Manage and support the growth and development of the Corporate Partnerships Coordinator

2. Retain Ardoch's corporate partners with proactive relationship management and excellent service

- Oversee the due diligence and contract review and renewal process and execution of new partnership arrangements, ensuring that all partners fit within the Ethical Fundraising Policy, Child Safety and Wellbeing policy and effectively support Ardoch's purpose
- Liaise with internal stakeholders to ensure partnership deliverables are met and high-quality reports are provided
- Develop and execute tailored retention and engagement strategies to maximise partnership opportunities and growth

3. Grow Ardoch's corporate support, increasing income from partnerships, donations and grants

- Ensure the development of the partnership pipeline and prospect identification to grow Ardoch's corporate supporter base
- Work collaboratively with all teams across the organisation to engage existing partners in our work and continually seek out and identify opportunities to engage partners in further strategic conservation or fundraising activations

4. Contribute to organisational culture and strategic direction

- Contribute to positive, safe, inclusive and supportive working environment
- Engage in cross-organisation working groups as needed
- Contribute to the overall operations, planning and strategic direction.

5. Other duties as required commensurate with role

Key Selection Criteria

Ardoch's selection process considers applicants' capabilities, behaviours and skills to assess suitability for the role.

Essential

1. Demonstrated experience in fundraising with a high degree of specialised expertise in building relationships, networking, influence and negotiation skills.
2. Demonstrated success in business development and growth.
3. Demonstrated organisational skills/ability to meet deadlines ensuring a high attention to detail.
4. Commitment to, understanding of and passion for the vision, purpose, work and values of Ardoch
5. Well-developed negotiation, interpersonal, presentation, problem-solving, negotiation and conflict resolution skills
6. High level of computer, administrative and database skills
7. Demonstrated ability to work in a flexible team-based environment

Desirable

1. Knowledge or experience working in a non-profit environment
2. Experience in using CRM systems such as Salesforce

Terms and Conditions of Employment

- Uphold Ardoch's vision, purpose and values
- Comply with Ardoch's Code of Conduct, policies and procedures
- Maintain and strengthen Ardoch's profile and reputation through excellence in program development, communication, and service provision
- Attend and participate in regular supervision, relevant training in line with the learning and development plan, and Ardoch meetings and functions as required
- Undertake all reasonable tasks as directed by the CEO, and line manager
- Please note disclosure in writing of any pre-existing injury or medical condition which could reasonably be foreseen to be affected by the work duties described is a requirement. According to workers' compensation legislation, failure to disclose, or knowingly making a false or misleading disclosure will result in an employee not being entitled to compensation or damages for any aggravation of that pre-existing condition
- Applicants may be required to undertake psychometric testing as part of the selection process

Child Safety Employment Prerequisites

Ardoch is committed to protecting children's and young people's right to safety and well-being. We know children have a right to be kept safe *at all times*, so we have a zero-tolerance approach to all forms of child abuse.

We know that some children are more vulnerable than others. That's why we actively promote the safety and well-being of children and young people who:

- are Aboriginal and Torres Strait Islander

- are from culturally and linguistically diverse backgrounds
- are living with disability
- identify as LGBTIQ+
- have experienced trauma.

Everyone who works with or represents Ardoch is responsible for ensuring that children are safe, feel safe and are involved in decisions that affect their lives.

- Ardoch seeks to prevent the risk of exposing children and young people to inappropriate persons and takes all reasonable steps to facilitate and maintain a safe environment for children and all participants in our programs
- Successful Working with Children Checks in the relevant states and territories in which the applicant will be working, and National Criminal History Check (processed via Ardoch) are required
- If you have lived in a country outside of Australia for more than 12 months in the last 10 years, you will also be required to submit to an International Criminal History Check (processed via Ardoch)
- All employees are responsible for obtaining a Working with Children Check and maintaining its validity
- Employees, once commenced are expected to:
 - submit to a National Criminal History Check every three years following commencement
 - renew state-based Working with Children Checks prior to their expiration and report any offence that would otherwise invalidate a Working with Children Check
 - maintain familiarity with Ardoch's child safety policies and procedures
 - support a culturally safe environment for children at Ardoch, including acting on incidents of racism or discrimination and supporting young people to express their culture and enjoy their cultural rights
 - undertake any and all training in respect of child safety, including the National Principles for Child Safe Organisations, within specified timeframes following commencement and on annual basis as required

Additional Child Safety Responsibilities

In addition, as this is a management role, the successful applicant will be expected to champion child safety at Ardoch. This includes actively demonstrating and promoting child safe behaviours, ensuring the currency of their own knowledge, highlighting areas for improvement and striving to embed a culture of best practice with respect to child safety.

Other employment prerequisites

- Ability to travel interstate
- Current driver's licence desirable

● How to apply

For further information please contact Kim Berry on 03 9537 2414 or via recruitment@ardoch.org.au.

To apply, please send an email to recruitment@ardoch.org.au noting the name of the role in the subject line and attaching:

1. A cover letter (maximum two pages) outlining how you meet the selection criteria one to four.

2. Your current resume along with three referees. (Referees will not be contacted without prior knowledge of the applicant.)

Applications close 22 April 2024.

We anticipate that first interviews will occur on 29th and 30th of April.

Ardoch is an equal opportunity employer and Indigenous Australians, people living with disability, people who identify as LGBTIQ+ or are from a culturally and linguistically diverse background are encouraged to apply.

Please contact us at recruitment@ardoch.org.au or on (03) 9537 2414 if you have any accessibility requirements with which we can assist.

Hiring Manager Approval

Name of Hiring Manager:

Kim Berry

Date Position Description

Finalised: 3/4/2024

Signature of Hiring

Manager:



Child Safety Officer Approval

Name of CSO:

Lachlan Preston

Date Position Description

Approved: 3/4/2024

Signature of Child Safety

Officer:



CEO Approval

Name of CEO:

Lisa Jones

Date Position Description

Approved: 4/4/2024

Signature of CEO:

