

Thank you for your interest in the role of **Business Partnerships Manager**. This application package has been designed to provide you with an overview of the role and to address many of the questions that you may have.

How to Apply

All applications need to be submitted by email to Nicola Cools at nicola@linkz.net.au

*Applications close at **5pm Monday 15th March**.*

You need to ensure that your application includes the following information:

- a current resume or curriculum vitae
- a brief response to the skills required section
- two referees with contact details (these can be of a personal or professional nature)

The Application Process

All applicants will be notified of their progress by Friday 19th March. Shortlisted applicants will need to be available for interview during the week starting 23rd March.

If you have any further questions please contact:

Nicola Cools

HR Officer

E nicola@linkz.net.au

ABOUT LINKZ

Linkz Incorporated is a not for profit organisation that has been set up to establish connections and partnerships between Indigenous and non-Indigenous Australians at both a local community level and also on a broader scale. Our identity is firmly based on the notion that individual humanity is inextricably bound to others and so in order to be effective we must join together.

By establishing Linkz between communities we aim to build a widespread sense of pride in the strength, diversity and value of Indigenous culture for all Australians.

Linkz believes that this can be achieved by:

- Providing opportunities for personal development through volunteering
- Creating more Australian-based volunteer opportunities for young people
- Increasing the frequency and quality of positive interactions and learning's between Indigenous and non-Indigenous Australians
- Utilising the 'ripple effect' to encourage and support volunteers to share their experiences with the broader community
- Providing opportunities for cross-cultural exchange
- Building shared pride in Aboriginal culture and knowledge for Indigenous and non-Indigenous Australians and promoting it as part of the broader Australian identity
- Providing communities, and in particular young people, with the opportunities they need to build the skills to identify and create localised solutions
- Offering resources to address the lack of available services in regional and remote Aboriginal communities

Linkz Incorporated was registered as an incorporated association in NSW in December 2008. Since that time Linkz has sought registration as a national body and now has teams in Western Australia, New South Wales, ACT and Victoria while also running programs and activities across the Northern Territory.

**Linkz Incorporated > National Support Team > Business Partnerships
Manager – Perth, WA**

| POSITION TITLE | Business Partnerships Manager |
|--------------------------------|--|
| <p>Job Outline</p> | <p>Linkz Incorporated is a not for profit organisation that has been set up to establish connections and partnerships between Indigenous and non-Indigenous Australians at both a local community level and also on a broader scale.</p> <p><i>By establishing Linkz between communities we aim to build a widespread sense of pride in the strength, diversity and value of Indigenous culture for all Australians.</i></p> <p>The Business Partnerships Manager will be responsible for the development and implementation of an external stakeholder engagement plan, with a focus on both financial and in-kind support.</p> <p>The Business Partnerships Manager is a key member of the National Support Team and plays a critical role in the successful achievement of organisational goals through strategic planning and resource development. This position will be required to work closely with other team members including the CEO, Communications Manager, relevant program managers and the finance and legal teams.</p> |
| <p>Responsibilities</p> | <p>Key areas of responsibility will include:</p> <ul style="list-style-type: none"> • Conducting a Linkz needs assessment including the identification of both financial and in-kind requirements • Developing a series of business profiles and individually tailored engagement strategies • Liaising with staff and external stakeholders and acting on behalf of the CEO as required • Initiating and maintaining business relationships • Negotiating formal partnership and support agreements and/or contracts • Managing partnership agreements and/or contracts to ensure that all commitments are delivered • Developing pitch documentation and marketing strategies • Assisting with financial reports and budgets • Assisting the CEO with the development of a long-term, financially sustainable strategic business plan • Management and supervision of team members including the facilitation of team meetings |

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| Skills Required | <ol style="list-style-type: none"> 1. Excellent time management skills 2. Demonstrated ability to meet deadlines and work within a high pressure environment 3. Excellent verbal and written communication skills 4. Demonstrated ability to produce high quality reports and submissions 5. Strong negotiation skills and the ability to engage with senior executives 6. Ability to work as part of a team 7. Demonstrated leadership skills 8. Initiative and high level of self-motivation 9. Previous experience in sales or finance desirable |
| Performance Indicators | <ul style="list-style-type: none"> - Number and quality of external business (financial) supporter relationships - % of successful partnership renewals - Ability to meet funding targets - Ability to secure sufficient in-kind resources |
| What you get out of it? | <p>As a Linkz volunteer you have the chance to be involved in making a difference to the lives of vulnerable and disadvantaged young people across Australia!</p> <p>This role offers a unique opportunity to become part of a dynamic and innovative team and to be involved in the broader strategic direction and long term development of the organisation.</p> <p>On a professional level you will also get the opportunity to develop workplace experience in the not-for-profit sector and build a range of transferable skills which are highly valued by employers.</p> |
| Time Commitment | <p>The weekly time commitment for this volunteer position is both variable and flexible. It is however likely to be between 10-15 hours per week.</p> <p>As part of this role it will be necessary to meet with various external company representatives and it is therefore critical that all applicants have some availability during work hours.</p> |
| Location | <p>Perth, Western Australia</p> |
| Direct Reports | <p>This position has responsibility for 2 x direct report positions:</p> <ul style="list-style-type: none"> - Grants Officer - Sponsorship Officer |
| Reports to | <p>Chief Executive Officer</p> |