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| **Position title** | | | **Partnerships Manager** | |
| **Team/Group** | | | Community | |
| **Work level** | | | Level 3 | |
| **Position reporting to** | | | Partnerships and Stakeholder Relations Lead | |
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| **Vision, mission and values** |  | Beyond Blue’s vision is that all people in Australia achieve their best possible mental health. Our mission is to promote good mental health. We create change to protect everyone’s mental health and improve the lives of individuals, families and communities affected by anxiety, depression and suicide.  Beyond Blues values are **Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity.** | | |
| **Position purpose** |  | The Partnerships Manager role is responsible for managing Beyond Blue’s corporate and community partners and account managing various other stakeholder relationships.  This role is accountable for ensuring that all partnership obligations and deliverables are executed to the highest standard. The role is also responsible for identifying opportunities to grow and leverage existing corporate and community partners and relationships, as well supporting the Partnerships and Stakeholder Relations Lead to develop and implement an effective process for stakeholder relations management on behalf of Beyond Blue.  The purpose of this role is to manage and foster relationships, both internally and externally, to effectively manage Beyond Blue’s partners and stakeholders. This role delivers a high standard of partner and stakeholder engagement, with both internal and external stakeholders. | | |
| **Role dimensions** |  | **Direct Reports** | | Nil |
| **Overall team** | | The role sits within the Partnerships and Stakeholder Relationships team |
| **Financial Delegation** | | Nil |
| **Key accountabilities** |  | * Manage the day-to-day activities for assigned corporate and community partners, ensuring all partnership obligations and deliverables are achieved. * Account manage stakeholders who have a relationship with Beyond Blue to ensure opportunities are identified and implemented and relationships are maintained and enhanced. * Assist the Partnerships and Stakeholder Relations Lead and Stakeholder Relations Manager to design and establish a triage and response system to ensure all stakeholder enquiries are managed appropriately. * Assist the Partnerships and Stakeholder Relations Lead to operationalise the Corporate Partnerships Framework, including producing templates and tools for a streamlined approach to partnership management. * Provide support to the Partnerships and Stakeholder Relations Lead in working with the Fundraising and Philanthropy team to onboard new partners. * Work closely with the Diversity & Inclusion team and other program areas to identify and onboard new community partners and relationships in keeping with the objectives of the Community Engagement Strategy 2020-22. * Ensure all revenue is received from assigned corporate partners. * Identify opportunities to grow and leverage existing partnerships. For example, through new marketing campaigns, media opportunities, communications/marketing materials, staff engagement, fundraising, corporate volunteering, event activations, speaking opportunities, workplace training, Heads Up and/or workplace giving. * Work closely with internal Beyond Blue teams to manage communications, media and program support for partners and to understand how partners can best be managed to leverage Beyond Blue’s programs. * Provide advice and organisational support to the Partnerships and Stakeholder Relations Lead including, providing information for Board reports, presentations, briefs, correspondence, facilitating teleconferences and face to face meetings, and providing relevant information to internal and external stakeholders. * Maintain accurate records of all partnership interactions with existing partners and prospective partners in Beyond Blue’s CRM system (Blink). | | |
| **Key behaviours** |  | * We are community centric and focus on solving problems, listening and adjusting plans to deliver better outcomes for the community * We create a sense of fun and light-heartedness, and channel our energy and enthusiasm into meaningful work * We create clarity and ensure our actions align to our strategy, so we can prioritise our finite resources * We collaborate to provide solutions and options for feedback * We actively listen, and communicate openly and transparently * We build relationships internally and partner with the whole organisation on shared goals, problems, and solutions * We build relationships externally and partner with key external stakeholders for the benefit of the community * We adapt, flex and take an agile approach to plans to meet community need | | |
| **Qualifications and key selection criteria** |  | Essential   * 5 years’+ experience in a similar role. * Stakeholder Management – Experience in managing complex internal stakeholder relationships, with the ability to influence outcomes to achieve mutually beneficial partnership objectives. * Presentation Skills & Experience – Demonstrated public speaking and presentation experience to diverse audiences, including senior leaders. * Project Management – Knowledge and skills in planning, budgeting, resourcing, activity monitoring, reporting, and overall project delivery against defined objectives and outcomes. * Partnership management - effective partnership management skills with the ability to establish long-term meaningful relationships. * The capability to communicate effectively with different audiences. * Organisation and time management skills * Document Preparation - Proven ability to prepare a variety of types of documentation including media and communications, briefing notes, correspondence and reports to a high quality and the ability to conceptually analyse information.   Desirable   * Experience using Salesforce CRM * Experience working within a not-for-profit environment | | |