

NATIONAL PARTNERSHIPS COORDINATOR

About Out for Australia

Our Organisation

Out for Australia (**OFA**) is an organisation that seeks to support and mentor young professionals as they navigate their way through the early stages of their career. We aim to bring the community together, to offer a supportive and nurturing environment for which people can network, build relationships and assist each other in their professional journeys.

Our People

The OFA team are all volunteers, working tirelessly to improve the lives and circumstances of aspiring LGBTQIA+ professionals across Australia. We are a diverse mix of university students, young professionals and established professionals, from a broad range of career and academic backgrounds. Anyone who is willing to work hard and make a contribution to OFA is welcome on our team, including allies. We provide a unique opportunity for people to take up leadership positions to support the LGBTQIA+ community.

Position Description

Team:	You will be part of two teams: <ul style="list-style-type: none">• National Partnerships Team (reporting to the CBO)• State Team (based on the state you reside in)		
Reporting to:	National Partnerships Director	Direct reports:	Nil
Time required:	4 - 6 hours per week		

Purpose

The National Partnerships Coordinator is responsible for developing and managing external stakeholder relationships with key community organisations, NGO's, governments and businesses across their respective State and allocated National partners.

The National Partnerships Coordinator contributes to and helps implement a comprehensive strategic partnerships and sponsorship plan, and is the designated contact for one or more of OFA's National partners.

The National Partnerships Coordinator is accountable for building relationships with key stakeholders and creating funding sources within their State to help Out for Australia achieve its mission and vision. It also includes the establishment and development of strategic non-financial partnerships which will equally support Out for Australia in achieving our mission and vision.

Responsibilities

Partnership team related responsibilities (90%)

You will be responsible for managing OFA's relationship with allocated National partners and State-based partner firms and organisations, including:

- responding to day-to-day enquiries;
- engagement of partners for events;
- negotiation of sponsorship;
- in person or phone/Skype meetings with sponsors as requested.

General Volunteer responsibilities (10%)

Additionally, the National Partnerships Coordinator will undertake the following general volunteer obligations:

- Assisting with OFA events and workshops where required.
- Assisting team members or leading specific projects.
- Maintain and develop professional community, corporate and university relationships .
- Understand Out for Australia's strategy and be a positive ambassador for the organisation.
- Participate in National Partnership meetings (one meeting per fortnight), attend State-based meetings as required by the State Director (one meeting per month) and assist with miscellaneous projects where required.

Key skills and experience

We Require

- Passion for supporting LGBTQIA+ young people to be their authentic selves at work.
- A positive, 'can-do' attitude with a willingness to learn and upskill.
- Sound interpersonal communication skills.
- The ability to adapt to different peoples working styles for harmonious collaboration.
- Effective time management, highly reliable and sufficient time to volunteer with OFA.

We Desire

- Experience managing stakeholders, for example through university clubs and societies or through work experience.
- Experience in negotiating with, implementing and managing partnerships, or partnership-like arrangements with sponsors.
- Exceptional organisational skills and a passion for effective processes.
- Excellent written communication skills with a keen eye for detail.

What you will get out of your role

- Give back to your community and support LGBTQIA+ people in the formative stages of their careers to be their authentic selves in the workplace.
- Ongoing learning and development opportunities, and both formal and informal mentoring, for all volunteers.
- Build community relationships and extend your personal and professional networks.
- Gain experience in running events and relationship management.
- The opportunity to craft a role based around your interests, experience and goals.

How to apply

To apply, you should email Alvaro Rodas Fernandez at cbo@outforaustralia.org and Frances Gamble at ceo@outforaustralia.org, copying recruitment@outforaustralia.org and attaching the following:

- Cover letter of no more than one page expressing why you are applying and why you are suitable.
- Current resume/CV.

Out For AUSTRALIA

Please use the Email Subject: Application - National Partnerships Coordinator (Your Name)

If you have any accessibility or other needs, we invite you to get in touch so that we can discuss the best way for you to submit an application. Please also let us know your preferred method of communication – we will default to email unless we hear otherwise.

If you have any questions about the role, please contact recruitment@outforaustralia.org

Applications accepted on a rolling basis until filled

We strongly encourage people with lived experience as a Bla(c)k and/or Person of Colour and/or Person with a Disability/Disabled person and/or a neurodiverse person and/or people of marginalised genders to apply for this volunteer position.