

JOB ADVERTISEMENT

PARTNERSHIP AND EVENTS COORDINATOR

Employment Type: Full time
Maximum term contract, 12 months

Location: National

Teach For Australia would like to acknowledge the many Traditional Custodians of the lands throughout Australia. We pay our respects to their Elders past, present and emerging, for they hold the memories, the traditions, the culture and hopes of Australia's first peoples.

- Opportunity to work with an engaged community of educators - working to **close the education gap**
- **Flexible work practices**, including the option to work from home
- Allowance and time off work for **professional development**
- Join us in our commitment and vision for [Reconciliation](#), in a space where we learn and grow together

About the Position

Foster strong and innovative relationships with corporate partners to deliver on our Partnerships Strategy. Work across teams to coordinate and track partnership agreements, implementation, targets and related metrics. Assume responsibility for partnership stakeholder management, coordination and administration, including event planning and implementation. This role will drive partnership success at an organisational level, ensuring we engage with existing partners in a proactive and intentional manner – representing the TFA vision, mission, programs and impact – while supporting the development of new partnership opportunities.

Please Note: *This role has flexibility for the candidates to be located anywhere in Australia*

About Us

Our vision is an Australia where education gives every child, regardless of background, greater choice for their future. The mission is to grow a community of leaders committed to equity for children and young people, by recruiting and developing exceptional people to teach and lead across Australian schools.

About You

- At least 2 years' experience in a customer service and administrative role
- Proven successful stakeholder management experience, good communication and organizational skills
- Experience in managing and mitigating reputational risks
- Demonstrated experience in events planning or marketing
- Understanding of TFA and its mission

Teach For Australia welcomes applicants of all backgrounds to apply, and encourage applications from Aboriginal and Torres Strait Islander people.

How to Apply

For an opportunity to take your place in this life-changing organisation please [Apply here](#), by **Wednesday, 5 April 2023**.

All enquiries can be directed to jobs@teachforaustralia.org. Please note that you must have the appropriate right to work in Australia in order to be eligible for this role. Successful candidates will be required to undertake a National Police Clearance, and obtain a valid Working With Children Check. For more information about Teach For Australia and its impact on educational disadvantage, please visit <https://teachforaustralia.org/>.

JOB DESCRIPTION

Role Title:	Partnerships and Events Coordinator		
Function:	Marketing	Financial	\$0
Reports To:	Brand, Sponsorships and Events Manager	Accountability:	
		People	0 first level (direct)
		Management:	0 second level (indirect)

Role Purpose

Foster strong and innovative relationships with corporate partners to deliver on our Partnerships Strategy. Work across teams to coordinate and track partnership agreements, implementation, targets and related metrics. Assume responsibility for partnership stakeholder management, coordination and administration, including event planning and implementation. This role will drive partnership success at an organisational level, ensuring we engage with existing partners in a proactive and intentional manner – representing the TFA vision, mission, programs and impact – while supporting the development of new partnership opportunities.

Qualifications and Experiences

Essential

- At least 2 years' experience in a customer service and administrative role
- Proven *successful stakeholder management experience, good communication and organizational skills*
- Experience in managing and mitigating reputational risks
- Demonstrated experience in events planning or marketing
- Understanding of TFA and its mission

Desirable

- Qualifications in Marketing, Events, Stakeholder Management or Administration
- Experience in Marketing or PR
- Experience working with the graduate recruitment market

Skills, Attributes and Knowledge

Essential

Partnerships Strategy – excellent strategic and critical thinking, sound judgement, and the ability to recognise opportunities and risks in partnership activities. Front-footed approach to problem-solving and ability to deliver mutually beneficial outcomes.

Stakeholder Management - Strong skills and experience in engaging and activating a wide range of people. A strong commitment to collaboration and persistence.

Skills and Influence – A customer-centric approach to relationship development, outstanding written and verbal communication skills, with demonstrated ability to manage productive internal and external relationships.



Personal Drive and Integrity – champions and lives the TFA values every day; demonstrates professionalism, ethical practices and personal insight.

Project Management – Experience executing agile project management processes. Proven ability to contribute to multiple projects concurrently and ensure quality outcomes, on time.

Primary Accountabilities

- Support the implementation of a Partnerships Strategy including ensuring all strategic partnerships activities are undertaken using appropriate formats, monitoring and processes
- Maintain an up-to-date stakeholder/partner database and set up and run reports as requested
- Coordinate documentation related to partnership targets, goals and KPIs and keep up-to date records and data
- Support the roll out of the stakeholder initiation plan
- Support partnerships activity including management of the Partnerships inbox, EDMs, staff engagement and learning activities and other related duties
- Support scheduling and executing TFA's events across Partnerships, Brand, Grad and Career Changer segments
- Support TFA's partner training and development initiatives, by assisting in creating presentations and other resources

Secondary/Contributory Accountabilities

General Duties

- Contribute to the general business of the Marketing team as required
- Provide support to the Philanthropy team in corporate relationship development as required
- Monitor and report reputational or relationship risks as they arise
- Ensure continuity in conversation with our key partners and stakeholders
- Celebrate partnership achievements internally and externally, working with the Media Manager and Content Specialist
- Work cross-function to activate our key stakeholder groups to share and promote partnership content
- Develop/maintain collaborative and effective relationships with key internal and external stakeholders to ensure meeting of partnership business conditions and requirements



Our Values

Serve the Students

Everyone at TFA works in service of our vision for children and young people: an Australia where education gives every child, regardless of background, greater choice for their future. Our partnerships – with teachers and leaders in schools and across communities, organisations and systems – is in service of making their future fairer and brighter.

Have High Expectations

Having high expectations – for ourselves, of others, and of what should be possible for students – is essential. The students we serve deserve no less. This does not mean setting unrealistic expectations that cannot be met, however this does mean having a sense of possibility and being motivated by a bold ambition.

Make It Happen

To best serve students and their futures, we know there is a lot of work to be done. Not all of it will be straightforward. We act with deliberate intent. 'Hope is not a strategy'; we use data, creativity and the wisdom of experience to plan then execute. Our work is a marathon not a sprint, so we pace ourselves, working hard and smart.

Get There Together

We have a big vision and mission. We can't – and won't – achieve it on our own. Authentic, mutually reciprocal relationships come first. We know that relationships – with students, colleagues, the TFA community, and countless others involved in this work – underpin everything else. Through trusting relationships, we can harness the power of collaboration and foster a collective sense of belonging.

Celebrate Along the Way

We find joy and possibility in the big vision of what could be. We celebrate the strength and uniqueness of every student, and those who work in service of them. To sustain ourselves, we strive to laugh often and celebrate the small wins along the way. We believe in acknowledging contributions, recognising how far we have come by leveraging our strengths, and working with gratitude, humour and a bit of fun to keep us motivated for the journey ahead.

