

Position & Person Specification

TITLE OF POSITION Partnerships and Events Administration Officer	REPORTS TO Business Development Manager
DATE 6 March 2019	TENURE Part time - ongoing
KEY STAKEHOLDERS <ul style="list-style-type: none"> Woolworth's Discovery Holiday Parks Corporate Sponsors and Partners Event Fundraising Teams 	MEETING ATTENDANCES <ul style="list-style-type: none"> Partner All Staff Events team when required
KEY WORKING RELATIONSHIPS <ul style="list-style-type: none"> Accountable to CEO and working with the BDM to meet the needs of key partnerships Working with the Events team assisting with general administration and fundraising tasks Responsible to the Variety team and committees in a support role. 	
AUTHORITIES <ul style="list-style-type: none"> Authority to spend the amount as outlined in the Instrumentation of Delegation Authority 	
ACKNOWLEDGEMENT I ACKNOWLEDGE that I have read and understand the responsibilities and expectations as set out below. Signed by Employee: Name of Employee:..... Date:..... Signed by CEO: Date:.....	

Position Specification

1. Summary of the broad purpose of the position

Variety, the Children's Charity is the preeminent children's charity in SA and is highly respected within the NFP sector.

This dynamic and varied role is a part-time administrative position working with both Business Development and our Events team to develop and support strategic partnerships; engage with corporate partners and fundraising teams and to effectively service these relationships through effective communications and administrative support. Critically important is the ability to build strong, authentic relationships with partner team members and fundraisers to ensure they feel supported, inspired and acknowledged.

The role will provide a broad range of general administrative support to the Events and Business Development Manager's which includes working with external supporters, fundraising teams and the community. Your support will help to nurture relationships, co-ordinate fundraising team's administration and support our fundraisers to meet their goals and beyond which in turn will support Variety SA in its goal to help more kids in SA get a fair go.

The role will take overall responsibility for the Variety Individual Giving and Workplace Giving Programs as well as any new projects/events as they arise and are allocated.

Your ability to engage with stakeholders and be a team player with exceptional communication and administration support will be the key to success in this diverse role.

2. Competency Profile

- Excellent time management skills.
- The ability to work autonomously and independently.
- The ability to build relationships with people.
- Sound organisation and administrative skills.
- Excellent verbal and written communication.
- Ability to work well both within a team and individually.
- Exceptional relationship management skills, with clear ability to relate to people of varied ages/ levels.
- Ability to identify and act on areas of improvement.
- Not-for-profit partnership experience is advantageous.
- Ability to engage stakeholders at all levels.

3. Key Result Areas

3.1 Sustainable Revenue

3.1.1 In liaison with the BDM, expand and enhance relationships with existing sponsors and partners to maintain and grow their investment as a minimum.

3.1.2 Develop relationships in the corporate sector to identify potential new partners

- 3.1.3 In liaison with the BDM develop strategies that improve the sponsorship, advertising, hospitality and fundraising revenue streams to achieve financial targets as outlined in the business plan.
- 3.1.4 Manage and develop the Variety Workplace Giving Program
- 3.1.5 Manage and develop the Variety Individual Giving Program

Key Performance Indicators/Measurement	<p>Performance will be measured by:</p> <ol style="list-style-type: none"> 1. Feedback from key corporate partners 2. Maintaining revenue and satisfaction targets of existing sponsors and corporate partners. 3. Achievement of revenue budgets as set in the business plan.
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3.2 Customers

- 3.2.1 Develop extensive strategic relationships with the key team members in Woolworths and Discovery Parks to identify and create fundraising opportunities.
- 3.2.2 In conjunction with the BDM maintain contact and liaise with existing corporate partners to ensure delivery of benefits and positive communication.
- 3.2.3 In consultation with the CEO and BDM, suggest and develop strategies to acquire new partners

Key Performance Indicators/Measurement	<p>Performance will be measured by:</p> <ol style="list-style-type: none"> 1. Positive feedback from corporate partners as attained from survey results. 2. The number of innovative sales initiatives designed and delivered
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3.3 Events

- 3.3.1 Provide administrative assistance to the events team with selected Variety events and functions;
- 3.3.2 Provide assistance as required at events and functions including out of hours' activities.

Key Performance Indicators/Measurement	<p>Performance will be measured by:</p> <ol style="list-style-type: none"> 1. 100% accuracy re data entry in all forms. 2. Tasks performed in a timely manner. 3. 3. Feedback from Event Managers re overall contribution to the team.
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3.4 Internal Processes

3.4.1 Ensure all client contact details and interaction is entered into CRM system.

Key Performance Indicators/Measurement	<p>Performance will be measured by:</p> <ol style="list-style-type: none"> 1. 100% accuracy & completeness of information in CRM system.
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3.5 People and Learning

3.5.1 Comply with all VSA policies.

3.5.2 Ensure that all safe work practices are followed.

3.5.3 Assist the CEO in providing a healthy work environment that encourages teamwork, supports Variety values and promotes a positive culture.

3.5.4 Impart experience and leanings to team members as a valued member.

3.5.5 Participate in all compulsory and allocated training and development opportunities

3.5.6 Participate in the team meetings and planning days.

Key Performance Indicators/Measurement	<p>Performance will be measured by:</p> <ol style="list-style-type: none"> 1. Feedback from CEO during the formal review process.
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Person Specification

Desired/Essential qualifications:

Qualifications in business development or sales servicing is desirable or equivalent experience.

Competencies and experience:

1. Proven business development and client service skills
2. Proven client relationship management and communications strategies
3. Experienced in developing sales proposals, presentation development and delivery
4. Experience in and ability to manage resources, meet productivity and profitability targets
5. High level administrative skills with proficiency in Microsoft Office Suite of products.
6. Experience in working within an effective team and ability to work in an environment based on communication and trust.
7. Ability to analyse issues, evaluate solutions, develop sound conclusions and recommend a course of action.
8. Demonstrated ability to develop relationships with a diverse range of people and businesses in the corporate sector.
9. Ability to prioritise tasks and deliver high quality outputs.
10. Ability to think strategically, to problem solve, organise, plan and multi-task in this busy role.
11. Excellent written and verbal communication skills.
12. Ability to work under pressure and within tight time constraints when necessary.
13. Experience in fundraising activities.