

# Position Description

<b>Position:</b>	Events and Partnership Manager
<b>Line Supervisor:</b>	Finance and Business Manager
<b>Hours:</b>	0.6 FTE, permanent part time
<b>Classification:</b>	SCHADS Level 5 or 6 (Negotiable dependent upon skills and experience)

## About you

You want to use your relationship building and communication skills to make a difference in the lives of women, babies and children in your community. You enjoy:

- Being part of an inclusive, caring and compassionate team
- Organising events for a purpose: doing meaningful work that empowers women and gives back to the community
- Being innovative, creative and seeing fundraising ideas through to completion
- Working and communicating with people, including building strong, trusted partnerships with diverse corporations
- Flexible hours and attractive salary packaging options

## Karinya House Overview

Karinya House is a community based, not for profit organisation servicing the ACT and surrounding regions. For over 25 years, Karinya House has provided immediate support for women who are pregnant or have new babies and have nowhere else to turn.

As a twenty-four hour, seven day a week service, Karinya House is the only service specifically for pregnant and parenting women in the region, offering residential as well as outreach case management and support.

Karinya House recognises and acknowledges the unique lived experiences of women as they navigate building a future for themselves. Our practice framework is focused on developing a sense of hope and belonging, to effect lasting positive change in the lives of the women in contact with Karinya House.

By providing a framework of care that encompasses the whole person, practitioners walk alongside women as they develop their capacity to represent themselves and to make informed choices about their own lives. The Karinya House Practice Framework is founded within the principals of trauma informed care and practice. Individual casework management and flexibility in service provision are paramount at Karinya House.

Karinya is a non-religious, non-government and non-judgemental organisation.

## **Position Purpose**

The Events and Partnerships Manager, with the guidance of the Finance and Business Manager, will lead fundraising events, forge and maintain new trusted partnerships with community and corporate businesses in Canberra and oversee the implementation of our marketing and fundraising strategy.

The Events and Partnerships Manager is expected to share and progress the Guiding Principle, Core Purpose, Values, Outcomes, Vision and Objects of the Association.

The ability to work strategically and with sound business principles, but also with compassion and care, is critical to this role.

## **Duties**

The Events and Partnerships Manager, shall, in addition to the responsibilities outlined in [Social, Community, Home Care and Disability Services Industry Award 2010](#)

### **1. Events Management**

- I. Design and deliver on fundraising events
- II. Identify and apply opportunities to improve return on investment on fundraising activities
- III. Manage events in ways that meaningfully value community and corporate partnerships

### **2. Relationship Management**

- I. Support and lead the development of new corporate and community partnerships, working towards long-term partnerships.
- II. Effective management of new community and corporate partnerships.
- III. Represent the values of care and compassion whilst still achieving fundraising goals

### **3. Communication and Other Duties**

- I. Deepen and manage relationships with social media and commercial media partners, including overseeing communication pipelines in line with fundraising and organisational goals.
- II. Identify and put into practice opportunities to increase our public profile or reward key partners
- III. May be required to perform other duties as directed from time to time to suit organisational requirements and which are broadly consistent with the role.

## **Selection Criteria**

- Proven experience in forging and managing corporate and/or community partnerships
- Track record in delivering profitable, for purpose fundraising events
- Commitment to the mission and values of Karinya House, including diversity equity and inclusion
- Excellent communication, interpersonal and organisational skills
- Ability to think critically and innovatively about how to build partnerships, improve return on investment for events and identify new community or private fundraising opportunities
- Demonstrated ability to work collaboratively and productively within a team as well as an ability to take initiative and responsibility for own areas of work and manage competing demands.

## **Additional Position Requirements**

- Demonstrated computer literacy with ability and willingness to embrace new technologies and use cloud-based technology to manage client files.
- Ability to work flexible hours as required, including occasional work outside of standard work hours to attend scheduled Events.

- Current unrestricted Drivers Licence.
- Current First Aid Certificate (including CPR), or ability to obtain one prior to the commencement of employment

### **Position Notes**

- Being female is a genuine occupational qualification of this position under section 34 of the Australian Capital Territory Discrimination Act 1991.
- Aboriginal and Torres Strait Islander people, or people from Culturally and Linguistically Diverse backgrounds are particularly encouraged to apply.
- You must have rights to work in Australia.
- Prior to commencing employment, you will be required to obtain the following, at your own cost:
  - Working with Vulnerable People Clearance.
  - Driving/ Licence record for the last 10 years from the relevant state/territory authorities, where you have held a driver's licence during this period.
- You will be required to undergo a pre-employment:
  - National Police Check.
  - Child and Youth Protection Service Records Check.
  - Medical Check.
- Karinya House is located in a residential area in North Canberra. The location offers free on-site parking and bus connections.

### **Submitting an Expression of Interest**

Expressions of Interest from suitably experienced and qualified candidates are **currently open. Applicants will be assessed for immediate interview, based on their EOI (where it is assessed as applicable). Please provide your EOI at your earliest convenience**

Expressions of Interest must include the following:

- A Curriculum Vitae.
- A brief response to how your experience and qualifications meet the selection criteria.
- Details of two referees. Only referees of shortlisted candidates will be contacted.

**Expressions of Interest should be submitted to Ellen Field, Executive Officer at [Ellen.Field@karinyahouse.asn.au](mailto:Ellen.Field@karinyahouse.asn.au)**

Shortlisted candidates will be required to attend an interview following review of their EOI.

### **Enquiries about the Position**

For further information on the position, in the first instance please contact Jo Saccasan, Finance and Business Manager at [Jo.Saccasan@karinyahouse.asn.au](mailto:Jo.Saccasan@karinyahouse.asn.au)