

AVI Position Description – Partnerships Coordinator - AVP

POSITION TITLE: Partnerships Coordinator	CLASSIFICATION: AVI Band 3	PROGRAM: Australian Volunteers Program	DATE: January 2025
LOCATION: Melbourne	REPORTS TO: Partnerships Lead	POSITIONS REPORTING TO THIS ONE: None	
<p>ORGANISATION</p> <p>AVI is an Australian not-for-profit organisation committed to achieving economic and social development outcomes across Asia, the Pacific, and the world. AVI believes in self-determination with locally owned and led change. We work for a peaceful, sustainable, and just world by partnering with people and organisations to share skills, knowledge, and experience to achieve the positive change and development goals they seek.</p> <p>As an international development not-for-profit with 150 staff, AVI has offices in Melbourne and 22 countries internationally supporting students, volunteers and mentors in 26 developing countries.</p> <p>AVI is a managing contractor for DFAT with \$195m under management, predominantly under the Australian Volunteers Program.</p>			
<p>KEY OBJECTIVE:</p> <p>The Partnerships Coordinator will support the development, strengthening and maintenance of the Australian Volunteers Program’s portfolio of Australian organisation partners. The role will coordinate activities to identify, develop and onboard new Australian organisations and support linkages between Australian organisations, international partners and Australian volunteers to achieve end of program outcomes.</p>			
<p>RELATIONSHIPS AND INTERACTIONS:</p> <p>Internal</p> <ul style="list-style-type: none"> Partnerships and Program Effectiveness Manager Partnerships Lead Inclusion, Operations Support, Public Diplomacy, and Volunteer Services teams Country teams <p>External</p> <ul style="list-style-type: none"> New and existing Australian organisations International partner organisations Potential, current and past Australian volunteers 		<p>PHYSICAL DIMENSIONS:</p> <p>This role requires the ability to:</p> <ul style="list-style-type: none"> Sit or stand for long periods, as well as regular bending, crouching, and reaching. Use an appropriate lifting technique to manually handle office files and items. Operate a computer accommodating reasonable adjustments. React to a display (computer screen) throughout the workday. Use a telephone within reasonable adjustments (including use of headset). 	
<p>DECISION MAKING:</p> <p>This role works under the direction of the Partnerships Lead and will undertake a range of tasks and activities requiring the use of acquired skills and knowledge in partnerships and program management. This role will perform tasks consistent with expectations set by AVI and the Australian Volunteers Program, with a limited scope</p>		<p>POSITION DIMENSIONS:</p> <p>This role has no direct management responsibilities.</p>	

to make some decisions without consultation with the direct manager.		
<p>VALUES: We expect all our employees demonstrate the ability to uphold AVI Values through behaviour, leadership, and projects. Our Values are Equity and Social Justice, Diversity and Inclusion, Integrity, Partnership, Solidarity and Respect</p>		
<p>KEY CHALLENGES:</p> <ul style="list-style-type: none"> • Effective coordination of multiple concurrent partnerships and competing priorities • Liaising with multiple internal teams with diverse priorities and requirements 		
<p>KNOWLEDGE AND EXPERIENCE REQUIREMENTS</p> <p>Knowledge and demonstrated experience:</p> <ul style="list-style-type: none"> • Demonstrated experience in partnership management, including establishing and maintaining productive relationships with external partners or stakeholders • Demonstrated experience in building and maintaining strong professional and collaborative relationships in a cross-cultural context • Understanding of, and experience in, supporting the delivery of multi-stakeholder projects or programs, preferably in volunteer management or international development • Demonstrated experience in administration, documentation and data management Proficient with database, spreadsheet, and word-processing software; experience with Salesforce or other CRM experience will be highly regarded • Understanding of, and commitment to, Equal Opportunity/Inclusive practice, Workplace Health & Safety, Privacy and Child Protection principles and practice. <p>Skills & Attributes:</p> <ul style="list-style-type: none"> • Highly developed cross-cultural awareness and an understanding of the relevant international development issues facing partner regions and countries • High-level interpersonal, networking, negotiation and representational skills and ability to develop and maintain relationships with multiple stakeholders, both internal and external • High-level communication skills, with ability to contribute to written reports as well as operate as an open and constructive verbal communicator • Well-developed administration, organisational skills, with strong attention to detail and ability to prioritise and coordinate tasks in a dynamic, fast-paced environment • Strong initiative and problem solving-skills, with ability to work conceptually and be comfortable with ambiguity and uncertainty • Demonstrated ability to work independently or effectively as a team. <p>Qualifications Relevant tertiary qualifications and/or equivalent experience in a similar field.</p>		
ACCOUNTABILITIES		
KEY RESULT AREA	KEY ACTIVITIES	PERFORMANCE MEASURES
Develop new partnerships	<ul style="list-style-type: none"> • Identifying, initiating and supporting the development of new partnerships that align with program objectives, deliver mutual benefits to stakeholders, and address volunteer assignment needs as identified by 	<ul style="list-style-type: none"> • Activities to be conducted in an accurate and timely manner in accordance with agreed work plan • Positive and productive relationships are

	<p>Regional Directors and in-country teams</p> <ul style="list-style-type: none"> • Develop strong working relationships with partner stakeholders across a wide range of Australian organisations • Coordinate the implementation of new partnership activities to ensure they meet the needs of overseas partner organisations, align with DFAT priorities, support recruitment of suitable Australians, and contribute to public diplomacy outcomes • Provide logistical and administrative support in engaging suitable Australian organisations. 	<p>maintained with internal and external stakeholders</p> <ul style="list-style-type: none"> • Document partnership activities in a timely manner using agreed procedures and systems.
<p>Maintain partnership portfolio</p>	<ul style="list-style-type: none"> • Coordinate a portfolio of multi-sector partnership projects, supporting their lifecycle from planning to delivery and assisting with outcome evaluation • Monitor and support partnership activities to ensure alignment with program objectives and provide regular updates to stakeholders on progress and impact • Assist in the development and implementation of frameworks and tools that support effective partnership management, including conducting research and gathering feedback • Maintain and optimize systems and processes for tracking and managing partnerships and Australian organisation program support, ensuring data accuracy and reporting compliance • Coordinate partnership communication activities, including monitoring the partner email inbox, internal updates, and sharing partnership stories with the Public Diplomacy team for external channels. 	<ul style="list-style-type: none"> • Information and documents pertaining to Australian organisation partners and their program contributions are prepared, gathered and stored in an accurate and timely manner using the program’s CRM and data management systems • Partnership reports, derived from the program’s CRM system are accurate and up to date • Partnerships communication activities strategically, frequently and consistently commensurate with the Partnerships Communications Plan.
<p>Innovative partnerships and projects</p>	<ul style="list-style-type: none"> • Support the development of innovative, multi-stakeholder projects by coordinating inputs, conducting research, and assisting in the planning and implementation stages to align 	<ul style="list-style-type: none"> • Undertake activities under the direction of the Partnership Lead to support the creation of

	<p>with program goals and deliver mutual benefits to stakeholders.</p> <ul style="list-style-type: none"> • Collaborate with Australian partner organisations to assist in identifying and implementing innovative approaches that enhance volunteering initiatives and support partner organisations effectively. 	<p>new and effective partnerships.</p>
<p>Collaboration and teamwork</p>	<ul style="list-style-type: none"> • Model behaviours for collaboration • Develop and maintain proactive and productive working relationships with both internal and external stakeholders • Communicate information as appropriate with relevant program and team members and ensure they have up-to-date information • Participate in team activities and meetings demonstrating respect and consideration for individual experience and expertise • Engage in continuous learning and contribute positively to a collaborative and respectful working environment aligned with the culture and values of AVI. 	<ul style="list-style-type: none"> • Mutually respectful and collaborative working relationships within and between teams.
<p>ADDITIONAL REQUIREMENTS:</p> <ul style="list-style-type: none"> • In addition to the above, any and all other duties and responsibilities are to be performed as required and consistent with this role • This role may require some work outside of regular hours • This role may require interstate or international travel, subject to organisation and government restrictions • Understanding of, and commitment to, EEO and privacy principles • A Background and Security and commercial credit check will be performed as a requirement of this role • An offer of employment to this role may be subject to a satisfactory criminal record check. This may include require appropriate international police clearances if you have lived in a country (or countries) outside of Australia for a period of more than 12 months in the last ten (10) years • Continued employment may be subject to additional security checks from time-to-time. 		