



**POSITION DESCRIPTION**

<b>Job Title:</b>	Senior Relationships Manager - VIC	<b>Reporting To:</b>	Acting National Operations Manager
<b>Department/Group:</b>	Operations	<b>Travel Required:</b>	Frequent Statewide Occasional interstate
<b>Location:</b>	Melbourne	<b>Position Type:</b>	Full-Time ASAP to 31 January 2019. (Parental Leave replacement) (NB Christmas Shutdown 21/12/17 – 05/01/18)
<b>Level/Salary Range:</b>	\$85,000 salary package (inclusive vehicle allowance and super) + PBI salary packaging	<b>Leave Entitlements:</b>	5 weeks annual leave 2 weeks personal leave 2 days compassionate leave
<b>Position Contact</b>	Mandy Rossetto mandy.rossetto@beaconfoundation.net	<b>HR Contact</b>	Alice Richards <a href="mailto:recruitment@beaconfoundation.net">recruitment@beaconfoundation.net</a>

**ROLE AND RESPONSIBILITIES:**

Foster relationships and partnerships between Beacon schools, businesses and local communities to successfully implement the Beacon Model and provide high quality delivery of Beacon Foundation programs to ensure Beacon Foundation’s in Victoria meet our organisational objectives.

**KEY ATTRIBUTES:**

- Desire to create better opportunities for young Victorian’s and demonstrated commitment to and understanding of the Beacon Foundation’s core values of passion, team, professionalism, flexibility and innovation
- Proven track record in building and maintaining collaborative and productive relationships with communities, industry and school
- Professional, confident and effective client centric communication and interpersonal skills, including in training and facilitation
- Proven ability to self-motivate and work autonomously but as part of a larger team
- Well-developed judgement in relation to problem solving, time management and prioritisation to ensure objectives are achieved
- Optimistic, solutions focused and responsive to dynamic, changing contexts
- Maintain high standards of work practice and embody integrity, professionalism, respect and confidentiality at all times
- Embrace, utilise, learn and advocate for new software and technology
- Support and promote the work of Beacon and maintain the positive image of the organisation

**KEY RESPONSIBILITIES:**

**Community and Stakeholder Engagement:**

- Manage relationships with Victorian Beacon schools and key members of the local community
- Assist Beacon schools in Victorian to develop strong relationships with local business connections with the view to creating employment pathways for young people
- Provide best practice partner relationship management, including reporting and evaluation, and ensuring partner expectations are met in the region and appropriate involvement in local activity
- Develop and proactively manage professional and strategic partnerships with key educational, government, business and industry, media and other non-profit organisations, for the benefit of local communities and Beacon Foundation

- Develop government relationships including council, local members, state education and training department(s) representatives, Ministers and their staff; leading to local support for and profiling of Beacon Foundation and the alignment of schools and industry as a whole
- Assist schools to ensure high level participation from local community members in Beacon programs
- Identify local funding opportunities, both for Beacon and schools, and then refer leads for potential funding sources and in-kind support for Beacon to Business Development team

#### Planning & Implementation

- Ensure Beacon partnered schools in Victoria maximise Beacon's benefit to students by creating and implementing effective annual strategic plans
- Confidently and professionally deliver and coordinate Beacon Foundation programs to best practice standard
- Work closely with Operations, Programs, Business Development and Social Enterprise teams to ensure national consistency in the delivery of Beacon programs
- Ensure broad understanding of and collaborative involvement in programs with key stakeholders in the community
- Encourage stakeholder participation in Beacon Foundation High Impact Programs and Beacon online programs
- Assist with the development of opportunities for teaching professionals to engage in professional development workshops
- Conduct regular cluster meetings to share best practice among local schools/communities

#### Internal

- Assist with the preparation and maintenance of a strategic plan for your region in line with organisational objectives
- Work with national team members to share best practice and key outcomes and develop approach to any obstacles encountered by your team members
- Effectively maintain records including ensuring activity is captured and reported in a timely fashion
- Adhere to Beacon Foundation policies and procedures
- Meet internal administration requirements including key performance indicators, budgets and reporting
- Ensure strong relationships with Beacon staff at a local and national level
- Participate in Beacon Foundation professional development opportunities
- Provide regular reports to your manager for submission to Executive and Board
- Undertake other ad hoc duties as required

#### QUALIFICATIONS, EXPERIENCE AND EQUIPMENT:

- Existing business relationships and networks in Victoria and experience in a similar role is desirable
- Tertiary qualifications in Business, Management, Education and/or Community Engagement will be highly regarded
- Satisfactory National Police Check and Working with Children Check
- Current driver's license and own vehicle insured and maintained to a roadworthy standard
- Mobile phone (you will receive an allowance in addition to the salary)

#### HOW TO APPLY:

Please email your application to [recruitment@beaconfoundation.net](mailto:recruitment@beaconfoundation.net). Applications must include:

- A cover letter/statement of no more than two pages outlining your skills and experience against the above Key Attributes; Key Responsibilities; Qualifications, Equipment and Experience;
- Detailed CV; and
- Contact details for two recent referees best placed to comment on your skills in relation to the position.