

ROLE PURPOSE: Partnerships Trainee



Our Vision

We see a world in which no person is needlessly blind or vision impaired.



Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can always exercise their right to sight and good health.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

At The Fred Hollows Foundation we offer a career where your talent and energy will help many see tomorrow.

How we value your contribution:

Remuneration package

We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Salary packaging

We qualify as a health promotion charity so the Australian Taxation Office (ATO) allows us to reimburse you for personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in addition to the income Tax Free Threshold.

Leave

You will have access to 20 days of paid annual leave each year (pro-rated for part-time employees) and receive 17.5% leave loading when you take annual leave. You will also receive 5 days paid leave between the Christmas and New Year period and other types of leave such as personal (sick or carers') leave, paid parental leave, long service leave and compassionate leave. In addition, we provide culturally significant leave for employees with commitments under Indigenous and other cultural customs, traditional laws or religions.

Paid parental leave

We provide 14 weeks paid parental leave for primary carers at full pay and 4 weeks paid parental leave for non-primary carers. In addition, upon receipt of notification from the Family Assistance Office, primary carers may access 18 weeks paid parental leave at the statutory rate.

Performance & development

Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning & development

Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership

Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Study support

We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

Recognition

Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible work arrangement

You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Health & safety

We are committed to supporting your health, safety and wellbeing. We have worker Health & Safety Representatives in each of our offices to assist in making your workplace safe.

Employee Assistance Program

You and your family will have access to free external, professional and confidential counselling assistance if you need help with personal, family or employment related matters.

To work in the Foundation you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions which are identified as working with children.



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

ROLE PURPOSE



Role Title: Partnerships Trainee

Division: Marketing and Fundraising, Public Affairs

Location: Sydney

Date: 20/10/2020

Employment type: Fixed-term contract

Reports to: Senior Partnerships Executive

Number of direct reports: 0

Leadership Band: Leads self

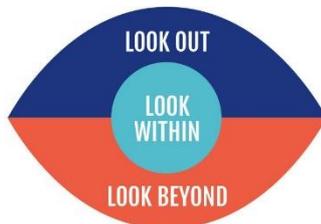
Purpose of the role:

The Regional Partnerships team at The Foundation are responsible for the management of the Major Donor, Corporate and Community portfolio. The Partnerships Trainee is responsible for administrative and coordination support to the Regional Partnerships team and to deliver best practice customer care to individuals, companies, and community groups that support The Fred Hollows Foundation.

The Partnerships Trainee will manage:

- Assist with developing key communication pieces for Community and Corporate supporters including blogs, website content and social media, emails and reports.
- Assist with desktop research for Major Donor and Corporate prospects.
- Respond to Community Fundraising enquiries via email and phone.
- Support with enquiries for Partnership events, such as Fred's Big Run, Sydney Harbour Hike and key supporter events.
- Assist in recruiting volunteers for Community Partnerships events.
- Assist with any other general administrative tasks as required by the team such as invoice reconciliation, event planning or scheduling.

Our Capabilities:



As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Skills:

- Excellent written and verbal communications skills with a demonstrated ability to effectively listen, negotiate and show diplomacy
- Excellent organisational and time-management skills, including the ability to work under pressure and meet tight deadlines

Essential Experience:

- Experience in administrative or support roles.
- Experience in public-facing or donor/customer care related roles.
- Experience in Microsoft Office applications including Microsoft Word, Powerpoint and Excel.

Desirable Experience:

- Experience of working in the NGO sector
- Working knowledge of database systems
- Working knowledge of InDesign or other adobe products

Qualifications:

Higher School Certificate

Travel:

Potential domestic travel

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.