

JOB DESCRIPTION

POSITION:	Partnership Role
BUSINESS ENTITY:	The Snow Foundation
REPORTS TO:	Chief Executive Officer
UPDATED:	September 2022

MAIN DUTIES:

Under the direction of the Chief Executive Officer – The Partnership role will work collaboratively with key internal and external stakeholders to support our partners to deliver on the business objectives of The Snow Foundation with a focus on our key social justice issues, Aboriginal and Torres Strait Islander projects and sector support.

Relationship Management & Community Engagement

This role will be charged to:

- Implement The Snow Foundation's social justice focused projects and initiatives under the Our Country pillar that work towards systems change and improved outcomes for key focus areas. These currently include Indigenous Health, the Uluru Statement, LGBTIQ+ Rights and Economic Justice and Safety.
- Build trusted partnerships with organisations and individuals who have expertise in these areas and work with them to support community-led activities and campaigns that raise awareness and advocate for change.
- Support the CEO in their involvement in social justice partnerships. Liaise and work closely with The Snow Foundation team e.g. in Sydney: Impact and Engagement Manager, Marketing and Communications Advisor; and in Canberra: Our Place Manager and Grants Coordinator. Also work closely with the Capital Airport Group team and external advisors.
- Identify opportunities for using our voice and leveraging our influence as leaders to achieve positive change

In addition, this role will be responsible for supporting the CEO and Impact and Engagement Manager on any specific Indigenous projects and projects and initiatives in the Our Sector pillar to increase the capacity and skills of the for-purpose organisations and foster more effective philanthropy.

Project management and administration

- Organise and manage projects such as the Deadly Heart Trek, including travel and logistics, events, meetings, merchandise, permissions, etc
- Organise and manage events, in collaboration with Marketing and Communications, including film screenings, roundtables, networking functions, etc.
- Provide any other administrative support required by the CEO in the implementation of the social justice focus area.

Research and Communication

- Research and communicate on our key social justice issues and developments in government policy, media and advocacy circles to internal and external stakeholders.
- Prepare reports and discussion papers for the Board of The Snow Foundation to enable informed decision-making.
- Monitor and communicate progress and impact of our partnerships to internal and external stakeholders.

Financial

- Ensure forecasting of grants and expenses are coded correctly and submitted for approval / payment within a timely manner.
- Understand and input into the financial forecast and budgetary planning for grants

Grants Management

- Understand and use the Grants Management system and internal file management system regularly to keep information organised, up-to-date and accessible.
- Generate correspondence and reports using the Grants Management system.

- Assess grant applications using The Snow Foundation's assessment matrix and due diligence frameworks.

REQUIRED ATTRIBUTES:

The successful candidate will need to have the following core attributes;

Passion and Commitment

Passionate about and committed to progressing key social justice issues and systems change in line with The Snow Foundation strategic plan.

Outstanding Relationship Skills

Build strong relationships based on trust and respect with a diverse range of internal and external stakeholders.

Experience with First Nations communities and culture will be considered favourably.

Excellent Written and Oral Communication Skills

Strong written and oral communication skills as well as analytical skills to grasp complex social justice issues.

Excellent Organisational Skills

Highly organised, detail-orientated and able to plan and manage projects, including involving multiple stakeholders and adapting plans quickly when required.

Team Player

Demonstrate teamwork skills with internal and external stakeholders associated with The Snow Foundation. This includes pitching in if and when required, providing support to other team members, and no office politics by showing equal respect to your colleagues and team members at all times. The role will develop and foster positive internal and external relationships to manage ad-hoc duties and tasks as directed by the CEO, and the Snow Foundation team.

Delivery of Service

Ensure delivery of high quality service to the community, partners and advisors.

Community-minded

Caring and interested in helping the community and individuals.

Presentation and Image

Professionally presented and have a clear understanding that they are representing The Snow Foundation in a professional manner at all times.

The Snow Foundation Values

Positively follow The Snow Foundation values to ensure culture is maintained as a family-owned, positive, professional philanthropic foundation. The values are:

- **Humility** – we recognise the expertise of our partners and help them achieve great things
- **Social Justice** – we uphold principles of equity, inclusiveness and fairness
- **Commitment** – we are here for the long term and understand social change takes time
- **Collaboration** – we are engaged with our partners and our community and work together supportively
- **Empathy** – we strive to understand and share the feelings of others
- **Transparency** – we share our learnings and promote shared intelligence

Self-Starter

The role requires a level of autonomy with their support to the CEO – The Snow Foundation, team members and other stakeholders and can identify priorities without ongoing direction, as well as providing support at short notice as required. They will need to understand the position and create opportunities to better the role with fresh ideas and innovative ways of undertaking it.

Feedback

May participate from time to time in a feedback process such as 360 degree or a formal review as part of their professional development. Use this feedback to understand development and learning opportunities associated with their role within the business. Annual reviews will be conducted with your direct manager and Human Resources as well as encouraging live feedback at any time you or your manager feel necessary during your employment. It is expected that all staff engage in feedback discussions in an open and constructive manner and work together with their manager on genuine opportunities to improve performance.

Software

The Executive Assistant is required to be proficient in all aspects of the following software programs:

- Microsoft Office software, including Word, Excel, PowerPoint and Outlook
- WordPress and InDesign (favourable).

Target Safety – Aim High

All Snow Foundation employees have a duty to:

- take reasonable care for their own health and safety;
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- comply, so far as they are able, with any reasonable instruction that is given by The Snow Foundation to allow it to comply with its work, health and safety obligations;
- co-operate with any reasonable policy or procedure of The Snow Foundation relating to work health and safety.
- follow all Safe Working Procedures and Safe Work Method Statements relevant to their role.

POSITION – DAYS, OFFICE VS HOME:

- The position is 3 to 4 days.
- Days are a mix of office and working from home.
- Office is based at The Hub Hyde Park in Liverpool Street, Darlinghurst.

Employee Name: _____ Manager: _____

Signature: _____ Signature: _____

Date: _____ Date: _____