



Our Organisation

Migrant Resource Centre Tasmania (MRC Tas) is a not-for-profit organisation that has been supporting people from migrant backgrounds to settle successfully in Tasmania since 1979. We have offices in Glenorchy and Launceston, and also offer a range of outreach programs. Our services include support for older people, on arrival and longer-term settlement services, youth work, health and wellbeing services, community development, counselling, migration support, and other unique and innovative programs. MRC Tas promotes the needs of multicultural communities and works with mainstream services to support the delivery of responsive and culturally inclusive services.

Vision – An equitable, just, culturally diverse and inclusive society.

Mission – To support and encourage culturally diverse community members to reach their potential.

We Value

Centred on people, focused on outcomes

Our organisation is sensitive to community needs and recognises people who access our services often have distinct and evolving needs. Our role is to support them appropriately to achieve their goals.

Culturally respectful communities

Our organisation is committed to acknowledging, understanding and meeting the different needs of diverse groups. We encourage and reflect cultural awareness and use this knowledge in our work.

Interconnected systems of support

Our organisation positively and actively co-operates as part of an interconnected system of services. Our role is unique in that cultural diversity is at the heart of what we do.

Developing and growing

Our organisation is an environment of compassion, positive behaviours, respect and responsibility. We share common goals and will continuously improve our understanding and expertise.

A human rights framework

Human rights principles are at the core of how we do what we do. These beliefs are universal and fundamental.

Our People

Migrant Resource Centre Tasmania promotes an environment where all workers are responsible for the success of the organisation and positive outcomes for our clients and our community. Our depth of experience and cultural diversity is considerable. We take advantage of this specialist knowledge and encourage open communication, innovation and creative thinking.

We care about our workers and are committed to supporting the health, safety and wellbeing of everyone at MRC Tas. Our staff and volunteers are our most valued asset and are a critical factor in the quality of services we provide. We are committed to the health and wellbeing of our people, encourage skill extension, and competency development and will endeavour to be flexible to individual circumstances. We want our workers to benefit from their experience, be resilient and accountable and demonstrate the behaviours and values important to our organisation.

Position Description

POSITION TITLE	Engagement and Partnerships Coordinator
JOB TYPE:	1 FTE (flexible)
LOCATION:	South (Statewide responsibility)
SUPERVISOR/MANAGER:	Director of Strategy and Development
AWARD/LEVEL:	Level 6

THE STRATEGY AND DEVELOPMENT TEAM

The Migrant Resource Centre Tasmania (MRC Tas) provides access to valued services and promotes the needs of multicultural communities. The Strategy and Development Team are responsible for strategic achievement of revenue growth, service acquisition and retention, partner and affiliate management and branding and communications. This area has both an internal and external focus, promoting and fostering innovation, cultivating connections and relationships and identifying initiatives to achieve strategic objectives.

PRIMARY PURPOSE

The primary purpose of the Engagement and Partnerships Coordinator is to enhance organisational sustainability through the identification of opportunities that advance, promote and improve services for multicultural communities. The Coordinator will encourage innovation throughout the organisation as well as coordinating a broad range of internal and external activities to advance the organisation's strategic positioning.

This is a key linking position within the organisation as it will manage the development of ideas and evaluation of the strategic fit of potential partnerships, negotiating terms and contracts, and working with our partners and internal stakeholders to ensure successful engagements and outcomes for all parties. The coordinator will also provide advice, support and regular reporting to the Director of Strategy and Development (DoSD).

POSITION RESPONSIBILITIES & MEASURES

KEY MEASUREMENTS

1. Innovation

- 1.1 Drive the advancement and implementation of innovative business development strategies, policies and processes which are flexible and responsive to identified and emerging needs.
- 1.2 Identify trends and opportunities for potential funding sources, including but not limited to grants and tenders, fee for service models, donations and fundraising, events, corporate engagement, and social enterprise opportunities.
- 1.3 Actively lead proposal development and grant / tender writing including working with the broader team to ensure members are producing high quality results within designated timeframes
- 1.4 Generate opportunities to collaborate and partner with others to achieve enhanced outcomes for MRC Tas clients
- 1.5 Use evidence to present business cases that reflect the value of proposed opportunities.
- 1.6 Develop opportunities to deliver sustainable alternate revenue streams

2 Partnerships

- 2.1 Develop and implement a partnership framework including supporting systems and lead the management of the framework once in place

Position Description

- 2.2 Build and maintain relationships with internal and external stakeholders
- 2.3 Enhance focus and promote the achievements of partnerships and collaborations
- 2.4 Attend and organise activities to maintain strategic contacts and communications with peer and partner organisations

3 Other

- 3.1 Promote and collaborate with other staff to foster innovative solutions to service needs
- 3.2 Support the acquisition and retention of philanthropic support
- 3.3 Monitor and report on trends in policies and priorities that are related to settlement, cultural and linguistically diverse communities and community services
- 3.4 Support staff to build and maintain professional networks
- 3.5 Work independently while contributing to a team
- 3.6 Develop, implement and maintain procedural manuals relevant for the position

4 Work, Health and Safety

- 4.1 Understand and comply with WH&S policies and procedures and legislative requirements
- 4.2 Support a work culture that identifies and manages hazards and promotes a healthy and safe workplace
- 4.3 Identify risks and support risk management processes

5 System Development and Continuous Quality Improvement

- 5.1 Review and develop innovative services processes and policies
- 5.2 Improve service delivery by adopting continuous improvement, best practice and sustainability principles

6 People and Culture

- 6.1 Champion the values and principles of the MRC Tas within all aspects of our work
- 6.2 Contribute to the building of a culture of respect and understanding where employees are supported and motivated to perform at their best

7 Personnel

- 7.1 Participate in internal individual consultation and supervision on an ongoing basis
- 7.2 Participate in educational and professional development programs

8 Other duties

- 8.1 Perform other duties as required

Position Description

COMPETENCIES

Essential:

Adhering to principles and values

- Upholds organisation's ethics and values
- Demonstrates integrity

Formulating strategies and concepts

- Works strategically to realise organisational goals
- Sets and develops strategies
- Identifies and develops positive and compelling visions of the organisation's future potential

Relating and networking

- Establishes good relationships with volunteers and staff
- Relates well to people at all levels
- Manages conflict

Adapting and responding to change

- Adapts to changing circumstances
- Accepts new ideas and change initiatives
- Shows respect and sensitivity towards cultural and religious differences

Leading and supervising

- Provides others with a clear direction
- Sets appropriate standards of behaviour
- Delegates work appropriately and fairly

Planning and organising

- Plans activities and projects well in advance and takes account of possible changing circumstances
- Manages time effectively
- Identifies and organises resources needed to accomplish tasks

Desirable:

Persuading and influencing

- Gains clear agreement and commitment from others by persuading, convincing and negotiating
- Promotes ideas on behalf of self or others
- Makes effective use of political processes to influence and persuade others

Position Description

SELECTION CRITERIA

Essential

- Demonstrated qualifications and / or equivalent experience in stakeholder engagement, fund raising, marketing, business development, or relevant disciplines.
- Proven ability to filter multiple sources of information and trends, and translate this into innovative and creative solutions
- High level written communication skills with experience in writing proposals, funding submissions and reporting
- Proficiency at developing, implementing and evaluating continuous improvement strategies.
- Engaging interpersonal skills with demonstrated ability to develop and maintain effective stakeholder relationships
- Demonstrated ability to adapt and have a flexible approach in a fast paced, dynamic work environment.
- A current unrestricted Driver's Licence and capacity to travel intrastate as required.

Employment is subject to the successful completion of a National Police Check and Working with Vulnerable People registration