**Program and Partnerships Manager**

**Mission of Keep Australia Beautiful NSW**

To lead, challenge and inspire residents of NSW to strive for a sustainable and litter free environment.

With objectives to:

* Lead, influence and advocate for environmental sustainability
* To honour achievement in environmental endeavour
* To provide support through education, innovation, engagement and research
* To deliver effective partnerships and programs ensuring mutually beneficial environmental outcomes.

**ROLE PURPOSE STATEMENT**

The key objective of the Program and Partnerships Manager is to develop and manage new programs, stakeholder engagement and possible management support to the CEO.

**TASKS & RESPONSIBILITIES**

**General Requirements**

* Undertake mission aligned activities that create long term or enduring value for KAB NSW.
  + Collaborate with the wider team to assess and implement programs, projects, partnerships and activities.
  + Design, develop and enhance new and existing programs, including building detailed proposals to clients, developing workflows, project plans etc, under the guidance of the CEO and KNSWB team. Coordinate promotional activity, incl marketing/media in support of same
  + ~~Expand~~ business generating activities in conjunction with CEO to increase revenue, sponsorship, membership, and any mutually beneficial commercial relationships to achieve the purpose of the organisation and ensure financial stability.
  + Build and maintain relationships with all existing members and sponsors, that result in increased membership and sponsorship support.
  + Creative content writing and tender responses in conjunction with the CEO and other team members and volunteers.
  + Protect and resolve any stakeholder issues and escalations as appropriate.
  + Assist other team members to organise and run organisation events and programs and attend as needed.
  + Develop plans to promote and ‘sell’ NLI to NSW clients and implement as appropriate.
* Provide overall leadership (or have the potential to lead) as needed in the event of CEO and staff absence.
  + Connect with people at all levels including the honorary patron and president, KABNSW board of directors, KABNA (as applicable) and all staff, sponsors, members and stakeholders of the organisation in the pursuit of the mission and vision and success of the organisation.
  + Fulfill company secretarial function if Admin officer/CEO unable to do so and assist the CEO with budgets/financial reporting etc.
  + Contribute to development and execution of long term and yearly strategic business plans, including marketing and membership/advocacy plans and other business areas required to be implemented and approved by the CEO and Board of Directors.
* Assist Education Team to:
  + Promote and extend the reach beyond existing segments and value add to educational programs
* Assist the CEO with administration tasks including management of key contractors, consultants and suppliers, i.e., bookkeeper, events, marketing/social media etc (and any others that may be engaged from time-to-time).
* Build knowledge base and drive automation activities where required.
* Extend the base of volunteers by enhancing the volunteer experience.
* Participate and champion internal sustainability culture within KAB NSW as may be required from time to time in delivery of the purpose of the position.
* Participate and build team rapport and overall organisational success.
* Comply with KAB NSW code of conduct and policies, attending training as required and contributing to good governance.

**SKILLS KNOWLEDGE and EXPERIENCE**

Essential

* Experience in development of partnership proposals including program development and ongoing management
* Experience with ~~driving~~ membership and sponsorship programs
* Financial and commercial acumen.
* Able to be flexible and comfortable in juggling priorities
* Ability to build and maintain strong effective interpersonal relationships
* Excellent written and verbal communication and negotiation skills.
* Sound competency with MS Office automation software
* High level of organisational skills and professionalism
* High level of independence and self-management
* Eye for detail and ability to drive and deliver high quality service, with a willingness to learn on the job
* Passion for protecting the environment
* Ability to travel if required. (regional NSW)
* Possess valid driver’s licence and vehicle

Desirable

* Experience in the waste management, recycling industry or similar environmental sectors
* Experience in a NFP/Charity and/or membership association or similar.
* Previous management experience, including the demonstrable leadership of others.