



Australian Business Volunteers

## POSITION DESCRIPTION AND SELECTION CRITERIA

This role is for a position that is embedded within the Volunteering Program of an ASX listed company (Corporate Partner) under a partnership agreement with ABV.

Position title:	Program Director, Volunteering Partnerships
Current position holder:	None
Department:	ABV Program Team, embedded within the Corporate Partner's Volunteering Partnerships Program
Reporting to:	ABV's CEO with the Corporate Partner providing some supervision
Supervisory role:	Yes
Works/ Collaborates with:	<p>Internal</p> <ul style="list-style-type: none"><li>• Facilitators, Community Strategy Challenges</li><li>• Senior Program Manager - VIC, Disaster Recovery</li><li>• Program and Volunteer Engagement teams</li><li>• Business Operations team</li></ul> <p>External</p> <ul style="list-style-type: none"><li>• Corporate Partner volunteer team (embedded)</li><li>• Not-for-profit partners</li></ul>

## THE WAY WE WORK

The Program Director role is a collaborative leadership position with a focus on empowering the Program team to share skills and expertise across portfolios and partnerships in order to support the implementation of impactful locally-led projects.

ABV values collaboration and sharing of technical skills, experience and learning as imperative to the delivery of consistent, quality outcomes across all programs and partnerships.

The way this happens:

- Clear accountability with a collective commitment to shared quality outcomes ('one team')
- Support and engage with other Program Directors to ensure seamless support to and oversight of program and project delivery, thereby improving resource efficiency and program effectiveness.
- Collaborative approach is necessary for cross-integration of skills, learning, specialist knowledge, risk management and innovation.
- Streamlined and consistent approach to capability building and volunteer engagement.



## PRIMARY OBJECTIVES OF THE POSITION

To execute and lead end to end delivery of strategic partnerships for the Corporate Partner's Volunteering Program, developing and managing volunteering partnerships between the corporate and selected not for profit partners.

## KEY RESPONSIBILITIES AND DUTIES OF THE POSITION

- Working with the Corporate Partner's team to develop, negotiate and manage day to day relationships with selected not-for-profits in accordance with the Partnering Cycle approach.
- Planning, delivering and monitoring implementation and reporting of programs, projects and partnerships.
- Program management of ABV's skilled volunteering opportunities with the Corporate Partner (hackathons, Disaster Recovery and Community Strategy Challenges etc.).
- Working with the ABV CEO to develop and manage the Corporate Partner/ABV partnership including the development of proposals, presentations and reports as required.
- Working with the ABV CEO and Program staff in program design, ensuring the program, projects and partnerships are in keeping with international development standards, effective partnership principles, sound business principles and ABV's and the corporate partner's policies (e.g. Ethics, Child Protection and Human Rights policies).

## ACCOUNTABILITIES

- Lead ABV's management of the Corporate Partner's Volunteering Program and the related strategic partnerships.
- Act as first point of contact for all ABV skilled volunteering opportunities at the Corporate Partner.
- Guide and support the ABV Community Strategy Challenge facilitators to deliver this program in line with ABV's organisational culture
- Contribute to learning and innovation in support of ABV's program development
- Escalate issues as required to ABV CEO.

## KEY PERFORMANCE INDICATORS

- Consistent provision of professional, high quality services as measured by:
  - Portfolio specific KPIs as developed, agreed and reviewed (e.g. quarterly)
  - Consistent demonstration of collaborative behaviour and supportive attitude towards colleagues in line with ABV's organisational culture
  - Positive formal feedback from the corporate partner and strategic partners on services provided.
  - Program delivered on time, to budget and with accurate reporting.
- Compliance with all and promotion of all ABV and corporate partner policies and procedures.

## BUDGET AUTHORITY

- Budget authority in line with agreed program budget with a 5 % variance approved. Anything 5% or above variant to the budget needs line management approval



## SELECTION CRITERIA

**Qualifications:** A Bachelor's degree in a relevant discipline

### Essential Requirements

- Proven skills, knowledge, qualifications and extensive experience (at least 10 years) in program and project design, implementation and management in the Australian not for profit sector and/or international development sector.
- Proven skills and experience in partnership brokering and management; with acute business acumen and understanding of organizational issues and challenges.
- Demonstrated experience in leading, managing and developing small teams of staff, with a commitment to mentoring.
- Excellent interpersonal, persuasive, and oral and written communication skills with the ability to achieve buy-in from all stakeholders and achieve agreed outcomes.
- Excellent stakeholder relationship building and management skills with extensive experience across a range of sectors and contexts.
- Able to work effectively at all levels in an organization as a team player, working collaboratively with and through others.

### Desired Requirements

- Experience and knowledge of change management principles, methodologies and tools
- Experience working in corporate social responsibility or volunteer management
- Experience in community and group facilitation

I have read the above Position Description and it has been fully explained to me by my manager/supervisor. I understand that I may, on occasion, be required to perform tasks not stated above. I clearly understand the role and its expectations.

<b>Position Incumbent:</b>	<b>Name</b> _____ <b>Date</b> ___ / ___ / ___
	<b>Signature</b> _____
<b>Manager /Supervisor:</b>	<b>Name</b> _____ <b>Date</b> ___ / ___ / ___
	<b>Signature</b> _____
<b>CEO</b>	<b>Name</b> _____ <b>Date</b> ___ / ___ / ___
	<b>Signature</b> _____