

The Youth Junction Inc.
POSITION DESCRIPTION



Position	Business Development Manager
Location	Hybrid - working from home/ across The Youth Junction Sites across metro Melbourne as requested.
Employment type:	Maximum term (to February 2022), .6 EFT. Between the hours of 8am – 6pm by agreement
Reports to:	The Chief Executive Officer, The Youth Junction Inc
Key Relationships	Funders – local, state and federal government agencies, business and sector; stakeholders; Staff of The Youth Junction Inc., Volunteers, Young People, local government, education providers and employers, funders.
Award:	Social, Community, Healthcare and Disability Services Industry Award 2010. Access to NFP tax concessions specifically salary packaging scheme offering up to \$18,450 of our salary tax free.

1. About The Youth Junction

The Youth Junction Inc. is an incorporated association with deductible gift recipient status which was formed in 1999. In it's first ventures, the not-for-profit was developed a co-located and integrated regional youth facility at the Visy Cares Hub in Sunshine, which became the largest of its kind in Australia. In the years since the Youth Junction has carved out a space linked to the lead tenancy of the Visy Cares hub, and a recognised expertise in crime prevention support services for those aged 15-25 in Western Melbourne competing in a space where a number of similar services lie.

The Youth Junction Inc. works with and for vulnerable Victorian young people to support choices in education and employment, and the reduction of disadvantage. We identify and advocate around systemic blockages and work to support systemic literacy in young people through a range of collaborative, innovative and integrated service responses. Since the start of the pandemic we have case managed over 300 people navigating complex challenges to re-engage with community, education and employment. In the last year we have advocated in two state commissions around the changing and urgent needs of young people, and have in the last three months advocated for and hosted local vaccination hubs to support the safety of our community.

Our vision: The Youth Junction Inc. creates and enables paths and choices for productive, resilient and engaged young people through strong collaborative pathways and innovative solutions.

Our values: We are accountable, innovative, collaborative, compassionate, and empowering.

2. About the role

The Youth Junction Inc seeks a self-directed individual with a proven record of supporting and creating long-term relationships and securing financial resources for an organisation to be our Business

Development Manager. The appointee will be experienced in broad aspects of funding raising including stakeholder engagement, relationship management, and funding applications, and will be able to leverage industry expertise.

3. Position purpose

The position of Business Development and Partnerships Manager has a strategic focus and is specifically designed to build upon existing partnerships to ensure they grow and sustain whilst building and identifying opportunities to create new partnerships and business opportunities that further the goals of the organisation through local communities, governments, trusts and foundations, corporate partners/donors, research opportunities and joint initiatives. The role is also responsible for delivering on The Youth Junction's external communications collateral with a focus on donor and partner-targeted communications. You will identify, cultivate, and grow partnerships from new and existing relationships. You will work closely with the CEO to create and fulfill the partner experience including organising events, presentations and marketing material.

The successful candidate will have demonstrated sales success and high-level organisational skills to manage complex projects.

4. Scope

Budget: None

People: None

5. Key responsibility areas

While the exact responsibilities may vary from time to time, the main duties can be summarized as follows.

Trusts and Foundations

- Establish, nurture and coordinate business relationships/partnerships with philanthropic trusts and foundations in order to meet The Youth Junction's Strategic priorities and objectives.
- Maintain a comprehensive spreadsheet/data base identifying the key philanthropic agencies, trusts and foundations, the types of funding available and timing of these opportunities
- Nurture and enhance existing as well as new relationships with Trusts and Foundations' (T&F's) administrators to gain a better understanding of the interests of trustees and to The Youth Junction's goal of growth

Work collaboratively with the Program Manager and others in the Leadership team to identify new models of service or ways in which existing services can be enhanced by access to philanthropic funds

- Take a lead role in coaching and facilitating staff development in the area of submission writing and project management
- Actively seek opportunities within the Trusts and Foundations
- Within a targeted strategic approach develop and write applications for funding with a minimum success rate of 50% per financial year. Aim to raise a net result which covers the cost of the program and a surplus.

Partnerships/Stakeholder relationships

- Seek out new partnerships with external agencies/organisations.

- Collaborate with key stakeholders within local communities to build The Youth Junction's capacity to deliver responsive, flexible and innovative services and community support.
- Actively seek appropriate partnerships for the Youth Junction that enhances the strategic position and furthers the opportunities for strategic growth.
- Build formal partnerships with agreed universities and learning institutions to develop a long-term research program, which includes post graduate student placements, supervision and the expectation of joint publication/communication of research.
- In collaboration with the Program Manager identify and support new opportunities to establish culturally appropriate program models leveraging off partnerships with diverse community groups (such as Aboriginal and CALD).
- Actively seek appropriate partnerships in our identified priority LGAs such as the Cities of Wyndham and Melton, Brimbank and Hume, with the aim of achieving additional programs as a part of the Youth Junction's strategic growth and positioning.

Project Management

- Manage the securing of new funds as well as supporting the Leadership Team to project manage the establishment of new initiatives within budget and agreed contracted KPI's. Manage the securing of funding for identified projects in the LGAs per the Strategic Plan or as identified by the CEO.
- Actively explore research partnerships that further the strategic priorities/goals of The Youth Junction Inc.
- As a member of the Leadership Team contribute to the creation and implementation of a data system for the transfer of, and access to, information relating to the results and learnings from research, projects or partnerships, to ensure the Youth Junction Inc continues to improve and develop as a learning organisation.
- Liaise and provide progress reports regarding the implementation of all special projects funded through Trusts and Foundations that do not fall under the area of the Program Manager.
- Ensure all acquittals are met in relation to funded programs.

Strategic placement of the organisation

- Strategically promote and position the organisation within the wider community enhancing and harnessing opportunities for growth.
- * Monitor and influence the environment external to The Youth Junction Inc, through active participation and representation to senior officers of government departments, relevant community groups, professional bodies and forums.
- * Strategically promote the work of the organisation internally, in the sector and within the wider community.
- * Represent the organisation in relevant public and professional settings.

Funding and Tenders

- Submit tenders/philanthropic trust submissions focusing on projects beyond one year with the aim to create a cumulative surplus.
- Resourcing the organisation's lead and/or participation of research projects with educational institutions and/or private providers that focus on planning for priority LGAs and other relevant work.
- Gain funding for service delivery and community development in priority LGAs.
- Provide input into the annual budget in the areas of business development, partnerships and communications.
- Provide training to support team members interested in submission writing.
- Resource the CEO, and/or Leadership Team representations at western suburbs and statewide forums regarding the work of The Youth Junction Inc.

Professional Development

- Pro-actively facilitate a positive team culture promoting positive messaging, encourage ideas for improvement and opportunity for team member feedback
- Participate in professional development
- Receive formal supervision by the CEO

- Develop and implement Annual Work Plan
- Participate in Annual Performance Appraisal.
- Contribute constructively as a team member for the benefit of the whole organisation and the promotion of The Youth Junction Inc. in the wider community.

Administration & Reporting

- Employee will be responsible for providing secretariat support at any meetings within the Business Development and Partnerships areas including: preparing documents and invitations for meetings; typing minutes, agendas, correspondence and reports. The incumbent will also contribute to the general administration of the Leadership Team.
- * Ensure Annual Business Development and Partnerships Report and regular Committee of Management reporting is completed by due date
- * Professional contribution to Leadership Team.
- Professional contribution to internal committees and meetings as requested by the CEO

General

- Adhere to The Youth Junction's values of accountability, innovation, collaboration, compassion and empowerment.
- Adhere to the Youth Junction's Child Safe Standards and Code of Conduct
- Comply with organizational policies and procedures as updated from time to time
- Maintain a safe environment at all times, functional to workplace health and safety requirements..
- * Ensure appropriate use of resources.
- Undertake a police check prior to commencement and every three years thereafter and inform The Youth Junction immediately of any convictions.
- Maintain an up to date Working with Children Check.
- Actively participate in supervision and performance review procedures
- Contribute to a positive organizational culture
- Actively work individually and collectively to achieve a service and work environment where equality of opportunity, access and inclusion are fostered.
- Undertake other duties as requested

6. Person specification

These are the key selection criteria:

- * Minimum of University Degree level qualification in Community Services areas and/or fundraising, philanthropy or equivalent.
- * Highly developed leadership, management, and communication (written, verbal, behavioural) skills.
- * Highly developed conceptual, strategic, analytical and problem solving skills.
- * Extensive experience in community service programs, and an understanding of current issues, research questions and future directions.
- * Demonstrated capacity to negotiate and work constructively with Director, Assistance Director and senior management levels of government departments and funding bodies and other stakeholders; and to represent the organisation at a variety of external forums.
- * Demonstrated understanding of, and commitment to, the values and standards that underpin the organisation and the capacity to take a leadership role in promoting these throughout the organisation within a culture of continuous learning.

- * Demonstrated capacity to balance the requirement for consultation and collaboration with timely decision-making and appropriate leadership.
- * Excellent time management skills and the ability to manage multiple, complex demands and meet timelines.
- * Advanced Microsoft Office applications; Outlook, Word, Excel, PowerPoint.
- * Salary to be negotiated based on experience but within the SCHADS Award Level 6 range.

- **We are a child safe organisation.**

The Youth Junction prioritises being a child safe organisation and is committed in everyday practise to ensuring the wellbeing and safety of children and young people we support. We have a zero tolerance to all forms of violence, including child abuse are committed to creating safe communities which focus on the best interests of young people and children. We believe in the safety and empowerment of all young people and children, and acknowledge both their cultural heritage and their individual diversity. As a child safe organisation, employment with us is subject to a Victorian Working with Children check, a satisfactory national (or international where relevant) police check, and full vaccination status in line with state requirements.

This position description is subject to review and may change in accordance with The Youth Junction Inc.'s operational or service requirements.

- **Acknowledgement**

I have read, understood and accepted the above Position Description:

	Employee	Manager
Name:		
Signature:		
Date		

VERSION 1_??012022 Approved by the CEO