

Partnership and Impact Lead

Team	CEO
Location	Perth
Executive	Chief Executive Officer
Approval Date	09/07/2026

ABOUT HELPING MINDS

Helping Minds is a not-for-profit organisation that has supported the mental health and wellbeing of Western Australians for around 50 years. We provide mental health services, education, and carer support to individuals, families, and communities across Western Australia.

As a values-led organisation, Helping Minds' team members demonstrate Hope, Collaboration, Trust, Integrity, and Respect in all aspects of our work. We recognise that each person's mental health journey is unique and provide tailored support to build confidence, skills, and resilience.

Helping Minds is deeply committed to the safety and wellbeing of children and young people. We uphold the National Principles for Child Safe Organisations and embed these principles in our culture, policies, and practices. We actively promote the participation, empowerment, and protection of children and young people and take all reasonable steps to ensure they are safe from harm.

PURPOSE OF THE ROLE

The Partnerships and Impact Lead is a pivotal role focused on advancing Helping Minds' long-term sustainability, growth and community impact through the development of strategic partnerships, diversified funding streams, philanthropic funding streams and innovative business opportunities.

Working in close collaboration with the CEO and Executive Team, this role will drive initiatives that:

- Support the development and strengthen partnerships aligned with the organisation's strategic priorities
- Identify, secure, and expand sustainable funding and revenue opportunities
- Strengthen philanthropic engagement, community investment and supporter networks
- Explore and develop innovative growth opportunities and commercial incentives that enhance sustainability.

This role recognises that partnerships are built through trust, shared purpose, and relationships. It is not responsible for partnerships in isolation, but works across the organisation to connect people, ideas, and opportunities in a coordinated and strategic way.

PRIMARY DUTIES AND RESPONSIBILITIES

The primary duties and responsibilities of the Partnership and Impact Lead include, but are not limited to:

Strategic Partnerships and Collaboration

- Develop, strengthen and sustain values-aligned relationships across government, community, First Nations, corporate, and philanthropic sectors
- Identify and develop strategic partnerships that enhance outcomes for individuals, families, carers and communities
- Lead the development of collaborative initiatives that align with Helping Minds' strategic priorities and create a mutual value for partners and stakeholders
- Develop and manage corporate partnerships that contribute to organisational sustainability, visibility and impact
- Foster culturally safe approaches to partnership development, support First Nations-led engagement collaboration and co-design

Funding Diversification

- Drive funding diversification through grants, tenders, philanthropic investment, sponsorship, community fundraising and emerging revenue opportunities
- Identify and assess new funding, investment and growth opportunities that support long-term sustainability
- Support the development of high-quality funding submissions, business cases and proposals in collaboration with internal team members
- Monitor emerging trends, policy changes, funding opportunities to inform growth opportunities

Philanthropy and Fundraising

- Develop and strengthen philanthropic relationships, including trusts, foundations, major donors and community supporters
- Utilise organisational outcomes data, outcomes evidence and lived experience insights to articulate Helping Minds' mission and impact
- Partner with Helping Minds' Marketing team to strengthen organisational visibility, storytelling, community engagement and fundraising campaigns

Strategic Alignment and Organisational Capability

- Work collaboratively with Service Delivery teams to ensure proposals reflect lived experience, community need and service priorities
- Collaborate with Finance to assess the financial viability and sustainability of funding and partnership opportunities
- Strengthen organisational capability and confidence in partnership and funding activity.

Impact and External Positioning

- Support the articulation and measurement of Helping Minds' impact ensuring outcomes are communicated in a clear, authentic and meaningful way
- Represent Helping Minds at relevant forums and networks, events and stakeholder engagements as appropriate.
- Identify opportunities to elevate the organisation's profile, influence and community impact

KEY PERFORMANCE INDICATORS

- Increase and diversify funding and revenue streams including grants, philanthropy, sponsorship, fundraising and other growth opportunities
- Develop and maintain a strong pipeline of strategic partnerships
- Growth and quality of strategic partnerships, funding opportunities and business development initiatives
- Increase philanthropic and community support to support organisational sustainability and impact
- Enhanced Helping Minds' profile, influence and reputation across key sectors
- Demonstrated measurable contribution to the Helping Minds Strategic Plan
- Expand opportunities for collaboration and collective impact particularly through community-led and cross sector partnerships

GOVERNANCE, SAFETY AND QUALITY REQUIREMENTS

In addition to your role specific responsibilities, Helping Minds team members will:

- Perform other duties as requested or required and which are within the scope of their role and the capabilities of the team member.
- Live Helping Minds' values of Hope, Collaboration, Respect, Trust and Integrity.
- Be responsible for ensuring, as far as practicable, the provision of a safe working environment.
- Have an understanding of and fulfil relevant accreditation standard requirements including but not limited to:
 - Participating in continuous safety and quality improvements actions, such as audit reviews and drills that result in improvements to client care, team member knowledge or the participant's experience that align with actions describes within the standard.
 - Participating in the development, implementation, reporting and monitoring of Helping Minds activities.
 - Ensuring records and statistics are kept in accordance with established procedures.
 - Participating in annual performance development reviews.
- Perform duties and act within the legal and financial constraints and boundaries of their role (*where applicable*) including but not limited to:

- The Mental Health Legislation and Carers Recognition Act;
- Commonwealth and State Funding Agreements;
- Industrial Laws and Occupational Health and Safety Legislation;
- National Safety and Quality Mental Health Standards for Community Managed Organisations (NSQMHCMO Standards);
- The National Standards for Disability Services;
- NDIS Quality and Safeguards Commission;
- National Principles for Child Safe Organisations;
- The Helping Minds Staff Agreement 2022 as well as current organisational Policies and Procedures;
- Helping Minds Code of Conduct, NDIS Code of Conduct, Child Safe Code of Conduct; and
- Work in accordance with their Employee Classification Definition according to the Helping Minds Staff Agreement 2022.

LEADERSHIP AND OVERSIGHT

This role will ultimately report to:

Chief Executive Officer



This position is:

Partnership and Impact Lead

POSITION STATUS, REMUNERATION AND BENEFITS

Position type	Part-time or Full-Time
FTE	0.8 – 1.0 FTE
Position Classification	Level 4 in accordance with Helping Minds Staff Agreement 2022 - 2026
Wellness days, Annual Leave, Salary Packaging, District and Remote Allowances	In accordance with the Helping Minds Staff Agreement 2022-2026
Superannuation	Superannuation contribution will commence at 1% above the superannuation guarantee rate. Contributions increase progressively based on the length of employment and in accordance with the Helping Minds Staff Agreement.

ESSENTIAL MINIMUM SELECTION CRITERIA

QUALIFICATIONS AND LICENSES

- National Police Clearance (no older than 6 months)
- Current Drivers Licence
- Proof of Australian Working Rights
- Relevant tertiary qualification in Business, Marketing, Communications or considerable experience in a related field

EXPERIENCE, SKILLS AND KNOWLEDGE

- Alignment with Helping Minds' values: Hope, Integrity, Respect, Trust and Collaboration
- Demonstrated experience in partnerships, business development, fundraising, philanthropy or stakeholder engagement
- Demonstrated success securing funding through grants, tenders, or partnerships or philanthropy
- Ability to identify, develop and convert strategic opportunities into sustainable funding and partnership outcomes
- Experience building and maintaining senior stakeholder relationships across government, community, corporate and philanthropic sectors
- Strong communication, relationship management, networking and influencing skills
- Ability to clearly articulate organisational impact, value and outcomes
- High level written and verbal communication skills including a high level of computer literacy

DESIRABLE SELECTION CRITERIA

- Experience in mental health, carer, community services, not-for-profit, government or related sectors
- Knowledge of the National Disability Insurance Scheme (NDIS) and community services funding environment
- Knowledge of contemporary mental health and carer issues

TEAM MEMBER DECLARATION

I have read and understand the responsibilities and duties set out in this job description.

Signed: _____ Date: ____/____/____

Print name: _____

Helping Minds is proud to be an equal opportunity employer, committed to fostering a diverse, inclusive, and safe workplace for all team members and clients. We value the unique perspectives and experiences that each individual brings to our organisation. To learn more about our commitment to diversity and inclusion, please visit our diversity statement on the [Helping Minds website](#).

This document can be made available in alternative formats on request.

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