

JOB DESCRIPTION

Partnership Coordinator

About Thriving Communities Foundation

Thriving Communities Foundation (TCF) works to create better outcomes and safer solutions for people when accessing essential services support. Our purpose is to reshape essential services so they uphold dignity, respond early and enable people to access support when and how they need it so they can thrive.

We respond to this challenge by working across the essential services ecosystem to strengthen how systems respond to people experiencing vulnerability. Our approach brings together diverse perspectives across business, government, community and lived experience, to build shared understanding, test ideas in practice and support change that is practical and durable.

We are an organisation committed to collaboration, inclusion, justice and fairness.

Our Values

- We are Authentic
- We are Open
- We are Supportive
- We Support and Strive for Growth
- We are Deliberate
- We are Balanced in Approach
- We are a Team, we are WE

Joining TCF is an opportunity to be part of a values driven organisation that is passionate about helping those experiencing vulnerability. When applying for a role with TCF, you are invited to consider joining a for-purpose organisation that is committed to equality, inclusion, justice and fairness for all at the heart of what we do.

TCF aims to cultivate an environment and team culture that reflects and exemplifies our values. Other benefits in joining the TCF team include:

- Values and culture that enable people to outwork their passion to help people through their career
- Being part of an inclusive team that embraces diversity and fosters equity
- A supportive environment opening pathways for career development opportunities
- Access to flexible and remote working arrangements that are tailored to individuals and their unique personal circumstances
- Opportunity to use your skills, capabilities and talents to tackle deep rooted systemic challenges affecting those experiencing vulnerability

Details: Partnership Coordinator

Job Title:	Partnership Coordinator
Team:	Partnerships Team
Reports to:	GM Partnerships and Operations
Employment	12 Month Contract
FT/PT/Casual	Full Time
Contractor	N/A
Probation Period	3 months
Other, specify:	SCHADS Level 3: • A focus on coordination, administrative and operational support • Working under direction within established frameworks • Responsibility for organising, supporting and implementing activities • Supporting stakeholder engagement and service delivery through effective coordination and communication
Location:	Melbourne-based with flexible working arrangements

Overview

The Partnership Coordinator provides coordination, administrative and relationship support across a portfolio of partners. The role focuses on engagement, onboarding and the delivery of collaborative activities, ensuring stakeholders are well supported, informed and connected.

Working within established procedures and guidance, the role supports engagement across corporate, community and government sectors, contributing to positive stakeholder experiences and the effective administration of activities that support the organisation's sustainability.

Key Responsibilities

- Coordinate meetings, onboarding, workshops and engagement activities, including scheduling, logistics, preparing materials, taking notes and tracking actions.
- Support engagement with community partners by helping coordinate communication, activities and follow-up that strengthen partner relationships and shared outcomes.
- Assist in preparing workshop materials, presentations, agendas and run sheets.
- Provide day-to-day administrative and communication support, responding to enquiries and facilitating connections across the organisation.

- Maintain accurate records, databases, filing systems, onboarding documentation and engagement tracking in line with organisational procedures.
- Assist with preparing reports, summaries, briefs and follow-up communications to support partnership activities and organisational priorities.

Qualifications and/or Experience

- Demonstrated experience in coordination, administration or stakeholder support roles.
- Strong organisational and time management skills, with the ability to manage multiple priorities.
- Strong written and verbal communication skills.
- Ability to work within established processes and provide reliable support to a team.
- Experience or interest in working with community sector organisations.

Key Selection Criteria/Personal Attributes

- Collaborative and team-oriented
- Detail-focused and organised
- Proactive and responsive
- Values-driven, with a commitment to inclusion and social impact

Working with Us

TCF is a values-driven organisation committed to inclusion and collaboration.

- Flexible and remote working arrangements
- Opportunity to contribute to systemic social change
- Supportive and collaborative team culture
- Salary sacrificing
- Portable Long Service Leave

This role within TCF contributes to its charitable purpose as a Public Benevolent Institution by supporting activities that are directed towards the relief of poverty, distress, financial hardship, and systemic disadvantage experienced by individuals in Australia.

Roles contribute directly through the design, delivery and coordination of programs and services that improve access to essential services and provide pathways to support. They also contribute through functions including partnership development, engagement, administration, capability building and organisational operations. Together, these functions ensure that the Foundation's work maintains a clear and demonstrable connection to people in need, strengthens coordinated responses across the essential services ecosystem, and advances equitable access to support for those experiencing vulnerability.