

Position Description



PARTNERSHIPS OFFICER (SWITCHED-ON ENTERPRISES)

1. Position Summary

The Partnerships Officer is a member of the Switched-On Enterprises project team. The main role of the Partnerships Officer will consist of maintaining existing relationships with partner organisations, and seeking new partners who can offer sponsorship and in-kind support to the Switched-On Enterprises project. The Partnerships Officer will be expected to liaise with a number of corporate partners and other contacts sourced independently or through the central SIFE Partnerships team.

The Partnerships Officer reports to the Project Managers of Switched-On Enterprises.

2. Selection Criteria

Positions Available: 1

Eligibility

1. Enrolled student at the University of Melbourne until at least December 2011
2. Willing to commit a minimum of five hours per week, excluding meetings, during non-exam periods
3. You agree to check your preferred email account daily and respond within 48 hours

General SIFE Selection Criteria

1. Passion and belief in helping others
2. Very strong commitment to the team
3. Advanced level of verbal and written communication
4. Ability to meet deadlines
5. High level of professionalism
6. Ability to work effectively in a team

Role Specific Selection Criteria

1. Outstanding written and verbal communication skills
2. Understanding of corporate communications
3. Ability to develop relationships with a range of external stakeholders, including corporate partners, government, academic staff, etc.
4. High level of organization and the ability to manage multiple tasks within strict timelines

5. Advanced level of computer literacy
6. High level of attention to detail
7. Ability to be resourceful and problem solve as issues arise
8. Creativity and the ability to generate innovative ideas
9. High level of initiative and ability to work independently

Additional Desirable Selection Criteria

1. Experience in a marketing, communications or public relations role

Time Commitment

1. Weekly meeting with engagement team members (1 hour)
2. Monthly Vision meeting with Switched-On Enterprises (3 hours)
3. Minimum of 6 hours per week during semester in project tasks, and 2 hours per week during exam period, excluding meetings

3. Responsibilities

Sponsorships & Partnerships

- Liaise with the Partnerships team, Marketing & Communications team and Switched-On Enterprises team to identify sponsorship and partnership needs and opportunities
- Identify target clients and seek corporate sponsorship and partnership opportunities
- Research, write and edit sponsorship proposals, grant applications and partnership agreements
- Coordinate communications and maintain relationships with partners to ensure continuing support

4. Other Information

Organisation Unit

Students In Free Enterprise (SIFE) is a network of over 38,000 students, studying at more than 1,500 universities around the world, who endeavour to use classroom knowledge to address socio-economic problems in their local or international communities. With the assistance of academic and business leaders, SIFE students are committed to making a difference by creating sustainable economic opportunities for disadvantaged groups.

SIFE teams manage a diverse portfolio of projects, which operate on the principles of market economics, education and training, entrepreneurialism, financial management, business ethics and sustainability. At a global level, SIFE is supported by hundreds of leading companies and organisations that believe in securing a future led by ethical business leaders with a broad worldview and a commitment to helping others. Every year, SIFE students are changing the lives of millions of people, whilst developing the skills to become socially responsible business leaders.

The University of Melbourne SIFE team is helping those left out of the free market economy to gain the education, skills, and experience to achieve increased access, opportunity and success. They see growing social inequality and environmental degradation as market failures, and are working to close these gaps – one student-led initiative at a time – for positive change.

The University of Melbourne SIFE is the largest SIFE team in Australia with an active membership of 62 students who spend 22,978 hours annually on 3 projects. In July 2007, the team was named SIFE Australia National Champions and reached the semi-finals of the SIFE World Cup in New York, representing Australia amongst the leading 44 teams from around the globe.