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**POSITION DESCRIPTION**

Partnerships and Programs Manager

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| **Job Title** | | Partnerships and Programs Manager | **Location** | Brisbane, Australia |
| **Date** | | 13 October 2021 | **Employment Type** | 1.0 FTE (Full Time) |
| **Salary Range** | | $95,000 - $110,000 | | |
| **Role Summary** | | The **Partnerships and Programs Manager** works cooperatively within a small team to develop and nurture partnerships, as well as provide project management and support across the International RiverFoundation’s (IRF) portfolio of projects and programs, including 1000+ Resilient Rivers, River*Streaming*, International River*symposium*,and River*Academy*.  Tasks include:   * Providing support and coordination for the 1000+ Resilient Rivers Campaign and River*Patrons* group. * Assisting with managing other projects across IRF’s portfolio of projects; * Convening and facilitating meetings, workshops and forums; * Drafting and editing documents, reports, funding/sponsorship proposals and supporting material; and * Assisting with delivery of online and in person forums and symposia, including abstract reviews, program development and facilitation. | | |
| **Reporting and relationship requirements** | | **Reports to:** Chief Executive Officer (CEO)  **Works with:** Marketing and Branding Officer, Graphic Designer and Finance Officer.  **Supervises:** Interns and project officers  **Key role relationships:** IRF team, River*Patrons*, corporate partners, local councils and Government, external stakeholders and suppliers | | |
| **Core accountabilities** | | | | |
| **IRF programs**   * **1000+ Resilient Rivers:** In September 2021, IRF launched the 1000+ Resilient Rivers campaign, with the Brisbane River named the inaugural member. 1000+ Resilient Rivers is underpinned by the Resilient Rivers Blueprint that maps and guides the resilience journey of each river/ waterway. A key role of the Partnerships and Programs Manager will be to facilitate independent Expert Panel meetings, develop assessment tools, draft documents and coordinate inputs from stakeholders to induct various rivers into the 1000+ Resilient Rivers *Collective*. * **River*symposium*:** Work with the IRF team to develop and deliver the River*symposium* program, including reviewing abstracts, assisting with program development, participating in the Conference Organising Committee, organising meetings and workshops. * **River*Streaming* :**Plan and development content for online RiverTalks and in person River*Forums* and River*Dialogues* forums and dialogues. Connect with academic and industry professionals to nominate speakers on relevant topics, as well as for sponsorship opportunities. * **River*Academy*:** Coordinate IRF’s online leadership/education program through liaising with instructors, reviewing content of courses and recruiting enrolments.   **Relationship Management**   * Support the CEO in partnership development and management * Support marketing and communications activities and manage internal programs communications * Provide guidance to IRF partners on project development in line with IRF vision and strategy * Represent IRF at events and functions as required by the CEO   **Strategic**   * Contribute to IRF strategic planning and evaluation across IRF programs * Identify and assist with IRF fundraising initiatives (grants, sponsorships etc.) * Assist in developing new programs and projects based on IRF strategic objectives   **Governance**   * Assist the CEO to prepare draft papers for board meetings for IRF programs * Implement board directions for program areas   **General and other activities**   * Provide HR assistance when needed i.e. volunteers, interns, field staff * Demonstrate cultural awareness and sensitivity * Work collaboratively within a small team * Liaise with key IRF stakeholders on IRF programs | | | | |
| **Desired Specifications** | | | | |
| **Qualifications, knowledge and experience** | **Qualifications:**   * Degree or qualifications in Environmental Science, Environmental Management, Natural Resource Management or equivalent   **Knowledge:**   * Knowledge of water, environmental, and natural resource management sectors   **Experience:**  Essential   * At least 5 years’ experience in project management, environmental management, international development and/or not-for-profit programs. * Stakeholder and partner engagement and relationship building   Desirable   * Experience in not-for-profit organisations. * Experience working in developing countries or working in cross-cultural situations. * Experience in online platforms and development of online evaluation/assessment frameworks and tools * Sponsorship and business development | | | |
| **Skills and attributes** | **Skills:**   * Excellent communication skills, including fluency in written and spoken English, ability to communicate effectively across different cultures and geographies and at all levels. * Strong project management skills and ability to manage multiple projects across multidisciplinary fields. * Experience in preparation of high-quality documents including policies, templates, reports and pro-formas. * Ability to facilitate and present at workshops and conferences. * Strong interpersonal skills and ability to develop and manage productive relationships with external stakeholders and contractors. * Negotiation and stakeholder relationship management skills. * Excellent data collation, synthesis and reporting skills. * Sound experience of project management tools and methodologies. * Excellent time management and scheduling skills. * Ability to work collaboratively across cultures.   **Attributes:**   * Demonstrated ability to think and act strategically * Ability to demonstrate initiative and solve problems * Demonstrated ability to prioritise workload and meet deadlines * Ability to work autonomously | | | |
| **Other** | **Essential:**   * Eligible to work in Brisbane, Australia. * Fluent in English   **Desirable:**   * Ability to work flexible hours and travel as required | | | |