

**YOUTH WITHOUT BORDERS STRIDE PERSONAL DEVELOPMENT WEEKEND FOR YOUTH  
MIGRANT REFUGEE WOMEN OF COLOUR – PARTNERSHIPS COORDINATOR  
VOLUNTEER POSITION**

<b>Position Title</b>	Partnerships Coordinator
<b>Location</b>	Brisbane, Australia
<b>Reports to</b>	Project Coordinator Jenny Liu
<b>Salary Range</b>	Volunteer Role
<b>Hours</b>	Part-Time (on average of 5 hours per week) variable depending on proximity to project/deadlines.

**BACKGROUND**

Youth Without Borders is a youth led, youth run organisation that empowers youth to work together for the implementation of positive change in their communities.

Stride, a Youth Without Borders Project, is a personal development weekend to empower young women from refugee migrant backgrounds towards achieving their goals via connecting and learning from youth mentors who are established young women of colour within Australia.

The personal development weekend will be held over 2-3 days and involve a combination of:

- hands on interactive activities
- talks from motivational speakers
- discussion around career pathways
- discussions around the cultural context in modern Australia
- personal reflection and goal setting

**KEY AREAS OF RESPONSIBILITY**

The Partnerships Coordinator you will work with the Project Coordinator to deliver the below:

- Research, develop and implement a strategic plan for funding.
- Coordinating Stride's fundraising endeavours.
- Champion fundraising initiatives and be the driving force for new sponsorship opportunities for Stride.
- Working with the finance coordinator to deliver required finances for the execution of the project.
- Have a keen understanding of grant/funding application processes and budgeting.
- Participate in the assessment and review of the overall program to develop recommendations for improvements.
- Other duties as assigned.

## KEY RESULT AREAS

- Fundraising/Sponsorship prospectus developed in a timely manner
- Building effective relationships with youth without borders partnerships team members
- Database of networks for Stride to build upon in the future
- Develop a post project report with recommendations for next year
- Leave a legacy of clear documentation on how to conduct the partnerships role to pass onto the next generation of volunteers who will run the program

## ORGANISATIONAL CULTURE AND TEAMWORK

- Demonstrate an active, dedicated commitment to the Youth Without Borders Mission.
- Actively seek to understand, represent and support Youth Without Borders's vision and values and organizational position to all stakeholders, internally and externally.
- Actively contribute to a positive workplace culture in accordance with Youth Without Border's Code of Conduct, Policies & Procedures.

Link to YWB Mission, Vision, Values: <http://youthwithoutborders.com.au/who-we-are/>

## SELECTION CRITERIA

1. Any experience in commerce/business, including any study including tertiary education and volunteering experience.
2. Demonstrated ability to implement and maintain efficient records management systems.
3. Ability to network and develop relationships
4. Excellent written and interpersonal skills with an ability to communicate instructions and think laterally to solve problems, coupled with an ability to work both autonomously (self starter) and as a productive member of the team.
5. Demonstrated highly effective time management skills, highly organized and ability to prioritize workload and ability to coordinate multiple projects / events and meet deadlines.
6. Must successfully undertake relevant police/working with children checks
7. Demonstrated understanding of the culture of the organization and belief in the mission, vision and objects.