

POSITION DESCRIPTION

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| Position: | Head of Sustainability and Partnerships |
| Reports to: | Country Director |
| Conditions: | 0.9 FTE; SCHADS Award; Contracted to 31 December 2025, with possibility of renewal or transition to permanency subject to ongoing availability of funding. |
| Location: | JRS Australia is based in Parramatta, Sydney; flexible working arrangements apply. |

POSITION OVERVIEW

The Head of Sustainability and Partnerships is a member of the Jesuit Refugee Service (JRS) Australia senior management team, reporting to the Country Director.

The role is responsible for leading the elaboration and implementation of JRS Australia's sustainability and partnerships strategy, including scaling and diversifying revenue and strategic, values-driven partnerships, whilst nurturing relations with our existing, loyal supporter base, comprising donors and volunteers. The strategy will also incorporate Environmental, Social and Governance (ESG) considerations and measures.

The Head of Sustainability and Partnerships plays a key role in enhancing JRS Australia's profile and impact. This includes brokering and managing strategic relationships across sectors, overseeing events, and advising the senior management team and Board of Directors on funding trends and emerging opportunities for growth and partnerships.

The position leads a small, dynamic team which presently comprises a Volunteers Coordinator, Philanthropy Coordinator and CRM (Salesforce) consultant.

ORGANISATIONAL CONTEXT

JRS Australia is an international Catholic organisation with a mission to accompany, serve and advocate for the rights of refugees and other forcibly displaced people. JRS Australia works in situations of greatest need, where people are most vulnerable, where there are gaps in services, and where partnerships can be formed to better serve displaced people in need of protection.

JRS Australia aims to support people with lived experience of displacement to empower themselves, exercise leadership, and live meaningful and dignified lives while feeling welcomed and connected to a more fair, inclusive, and just community.

In Australia, JRS' work involves:

- **Supporting people in need through accompaniment and a suite of services** designed to promote dignity, hope and self-reliance, including: emergency food and financial relief, employment assistance, hosting of legal clinics, complex casework, specialist sexual and gender-based violence prevention and response programming, and leadership and community mobiliser initiatives for people with lived experience of displacement.
- **Ensuring a voice for the rights of displaced people** by supporting the leadership of people with lived experience of displacement, conducting research, contributing to policy development, engaging decision-makers, and campaigning to uphold rights, in collaboration with a range of partners including diaspora networks.
- **Building and maintaining strong and collaborative alliances** with parishes, schools, communities, religious orders, faith-based and non-government organisations, and coalitions, and other diverse partners across Australia. This includes co-chairing the Catholic Alliance for People Seeking Asylum (CAPSA) with Jesuit Social Services and participating in a range of campaigns and coalitions at local and national levels.
- **Maintaining a global presence** through our longstanding participation in networks and forums across the Asia-Pacific region and in global policy dialogues and coalitions contributing to relevant UN forums and processes.

Our current [Strategic Plan](#) and latest [Annual reports](#) contain further details.

KEY ACCOUNTABILITIES

- Working closely with the Country Director, lead the development and implementation of the JRS Australia sustainability and partnerships strategy, including initiatives and targets for scaling and diversifying revenue and strategic, values-driven partnerships; for nurturing relations with existing donors, volunteers and partners; and for strengthening ESG practices
- Work collaboratively across the organisation and with key external stakeholders to embed the sustainability and partnerships strategy and maximise performance through leverage of extended networks and influence
- Monitor the rollout of the strategy, advise on and implement continuous improvements, and report regularly to the Country Director and Board on progress against approved targets
- Provide regular advice, through designated channels, to senior management and the Board, on relevant funding trends and emerging opportunities for growth and partnerships, including the engagement of expert advisors as relevant
- Lead, support and develop the Sustainability and Partnerships Team, including staff, volunteers and consultants, to achieve optimal results, maintaining a culture of collaboration and continuous improvement alongside a focus on well-being
- Oversee completion of migration to Salesforce and ongoing effective utilisation of CRM to improve donor data and relationship management capabilities, including ensuring appropriate professional development for authorised CRM users
- Working closely with the Country Director and senior management team, build and manage strategic relationships across sectors, identify and engage diverse opportunities to increase revenue and pro-bono support, develop and oversee a calendar of events, and oversee the scaling and diversification of appropriate volunteering opportunities and recognition and support systems

- Manage relevant program budgets and ensure compliance with all relevant standards and requirements in the design and delivery of the sustainability and partnerships strategy, including all fundraising and partnership events and initiatives
- Additional ad hoc duties as may be requested from time to time by the Country Director

GENERAL RESPONSIBILITIES

Philosophy, Mission, and Values

- Understand and demonstrate the Mission and Values of JRS Australia on a day-to-day basis; respect, hope, dignity, solidarity, hospitality, justice, and participation
- Adhere to the policies and procedures of JRS Australia
- Adhere to the JRS Australia and the Australian Jesuit Province Code of Conduct
- Work closely with relevant people in all of the Jesuit ministries to ensure that Ignatian spirituality is fostered
- Behave in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity, migration status ability, or any other ground
- Provide and promote an environment of mutual respect, dignity and fairness – free from discrimination, harassment, victimisation, bullying, and violence – to ensure that acceptable standards of conduct are maintained at all times and take appropriate action if unacceptable conduct is observed

Occupational Health and Safety

- Comply with the requirements of relevant Work, Health, and Safety (or Occupational, Health, and Safety) Acts and related procedures developed by JRS Australia
- Work in a manner that considers the duty of care for self and others and be safety conscious at all times
- Report inappropriate behaviours which endanger self or others including bullying and other harassing behaviours/incidents

Quality Assurance and Continuous Improvement

- Attend relevant meetings, workshops, conferences, and training, as required
- Become familiar with, and follow JRS Australia and the Jesuit Province's quality assurance and standard policies, procedures and management instructions
- Strive for continuous improvement
- Maintain appropriate confidentiality in relation to JRS Australia's matters and programs

SELECTION CRITERIA

Essential

- Relevant tertiary qualification, industry accreditation and/or equivalent professional experience
- Proven experience in leading or substantially contributing to successful fundraising, partnership and sustainability strategies, preferably including in a not-for-profit environment
- Strong track record in identifying, understanding, presenting to and negotiating with prospective partners and donors, including at senior levels across philanthropic and corporate sectors, and in maintaining strategic relationships

- Experience in successfully leading a diverse, high-performance team or demonstrated capacity to do so
- Demonstrated capacity to research, analyse, report on and adapt to the fundraising landscape in Australia
- Excellent oral, written and cross-cultural communication skills, including the capacity to address and influence diverse audiences
- Proven experience in project management and report writing
- Proven ability to meet deadlines, manage competing demands, and maintain momentum and collegiality within a pressured work environment
- Capacity to work collaboratively, creatively and effectively as part of a multi-disciplinary team comprising staff and volunteers, and to work closely with senior management
- Proficiency in MS Office, CRMs (preferably Salesforce), online database/reporting systems, and social media.
- Understanding of and sympathy with the mission and values of JRS Australia

Desirable

- Understanding of policies and practices relating to refugees, people seeking asylum, and other displaced people in the Australian and broader global contexts
- Experience in developing or contributing to the design, implementation and monitoring of ESG strategies
- Experience in managing volunteers

Additional Information

- The successful candidate must have and maintain the right to work in Australia
- Appointment to this position is dependent upon successful completion of a relevant criminal history record check and Working with Children check
- The position holder may be required to undertake occasional work-related travel within Australia
- JRS is committed to the health and safety of its staff, volunteers and the people whom we serve, and it is expected that staff are fully and verifiably vaccinated against COVID-19.

Application Process:

Applications must address all of the selection criteria and include a current CV and contact details for three professional referees. Applications will only be considered if they address the selection criteria.

To apply for this position please submit a complete application to jobs@jrs.org.au by **COB on 30 November 2022**. To enquire about the position prior to the deadline please email info@jrs.org.au with your contact details to receive a call back.

Interviews for shortlisted applicants will be held via zoom during the week commencing 5 December.

People with lived experience of displacement who meet the essential criteria are strongly encouraged to apply.