

**Why we are here**

To stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature.

[www.wwf.org.au](http://www.wwf.org.au)

# Job Description

**WWF-Australia**

ABN 57 001 594 074

<b>Department</b>	Conservation
<b>Unit/team</b>	Policy and Horizon Scanning
<b>Job matrix group</b>	WWF Conservation
<b>Job matrix level</b>	6
<b>Job title</b>	Public Sector Partnerships Coordinator
<b>Reports to</b>	Government Relations Manager
<b>Direct reports</b>	N/A.
<b>Location</b>	WWF-Australia Office/location negotiable
<b>Job type</b>	Full Time Fixed Term Contract
<b>Contract Period</b>	2 years; Fixed Term Period
<b>Hours per week</b>	38
<b>Award Coverage</b>	Award Free
<b>Approval</b>	Head of Human Resources
<b>Approval date</b>	09/13/2022

**Organisational context**

For over 50 years WWF has been a leading voice for nature. We are the world's largest conservation organisation, working in 100 countries and with over 5 million supporters. WWF-Australia is the 7th largest member of the WWF Network. We work with governments, businesses and communities on environmental issues with a single mission: to build a world where people live and prosper in harmony with nature. We have our foundation in science and we work towards a sustainable planet, striving to conserve biodiversity in Australia and throughout the Oceania region. Behind the scenes of our on-ground conservation projects are teams of scientists, policy and communications experts, lawyers and other specialists, all supported by our regional and national staff members. WWF-Australia does not engage in activities that support political parties, seek to persuade members of the public to vote for or against particular candidates or parties in an election, participate in party political demonstrations, or distribute material designed to underpin a party political campaign.



**Department context**

WWF-Australia's strategy requires all staff to support the delivery of our conservation objectives across the following strategic priorities: Conserve Nature with Equity, Return the Climate to a Stable State, Support Planet Friendly Food, Save Threatened Species, Protect our Marine Life and Engage Millions as Active Stewards and Investors of Nature. WWF-Australia's fundraising goal is to drive diversified and sustainable income growth that will provide the resources and capacity to deliver our vision to halt the decline of targeted species, make a critical contribution to Global Goals and promote sustainable development.

The Impact Partnerships team connects people and organisations with a desire to improve the state of the planet, and who are proud to leverage their resources and influence to fund WWF's conservation and sustainable development work. The team is focused on four priority areas: Philanthropy, Sustainable Business and Corporate Partnerships, Grants (Government, Private and Corporate Foundations) and Impact Investing. Through relationship management, the Impact Partnerships team empowers partners to make real and lasting contributions in protecting the natural environment and helping support the communities that share them.

**Purpose of job**

The Public Sector Partnerships Coordinator supports the growth and development of income at WWF-Australia. The role is responsible for identification and prioritisation of public sector funding opportunities across the organisation and for coordinating processes to pitch for public sector funding.

**Key accountabilities**

- Identifies, tracks and supports public sector relationships across WWF which have the potential to lead to funding opportunities.
- Develops sophisticated stakeholder communications including grant applications, proposals, and reports.
- Undertakes research and analysis to understand the environmental conservation funding landscape across the public sector.
- Ensures all public sector proposals are appropriately costed and integrated with the operating budget.
- Establishes best practice process and systems to capture and track public sector relationships and funding opportunities, including application and reporting schedules and requirements.
- Creates accurate and timely program updates and acquittal reports, working effectively with the Conservation team to gather and synthesise information.
- Identifies opportunities to streamline processes, including project information and reporting requirements.
- Participates in cross-organisation projects to ensure integration.
- Maintains strong working relationships across WWF-Australia and the global network.

**Job level responsibilities**

- Contributes to operational planning, systems, processes, delivery and reporting.
- Complies with legislation, standards, policies and practices, particularly Advocacy with Excellence, Information Security, health and safety, child protection, prevention of sexual exploitation and abuse, security, sustainability, privacy, and equal employment opportunity.
- Aligns own work with WWF's mission, Guiding Principles, Brand and I-CCaRe Values – Integrity, Collaboration, Courage and Respect.
- Seeks approval from the CEO for international travel.
- Performs budget administration, risk and quality management, and reporting.



## **Relationships & communications**

Team-working is WWF's preferred way of working requiring positive and constructive relationships across the organisation. Key relationships include:

- Senior Manager, Stewardship and Integration who leads on WWF's government revenue strategy.
- The Research and Development Coordinator and Business Development Coordinator on maintaining the opportunities pipeline and reporting schedules and requirements.
- The Impact Partnerships Coordinator on best practice information storage and tracking, including using a CRM.
- Conservation leads on matching projects to funding opportunities.
- Prospect research networks and peers, sharing best practice.
- Research and PSP teams within the WWF Global Network.

## **Job Challenges**

The position requires the skills to build trust and work collaboratively to achieve engagement across diverse teams.

- The geographically dispersed and hybrid working structure of WWF requires communication and engagement skills.
- A commitment to ethical standards of behaviour with a proven ability to exercise good judgement and discretion.
- Maintaining knowledge of WWF's strategic objectives and activities and communicating this to the public and supporters in an engaging, meaningful way.

## **Essential selection criteria**

- Demonstrated strong administrative, organisational and logistics skills with high attention to detail and process orientation.
- Demonstrated ability to build relationships with diverse groups and deal sensitively with people and personal information.
- Substantial written communication skills including an ability to create visual and written content.
- Knowledge of, and interest in government funding.
- Proficiency in MS Office and in CRM databases used for analysis and reporting.
- Demonstrated experience in research, preferably within a fundraising work environment.
- A proven ability to work autonomously and collaboratively as part of a high performing team including competent verbal skills.

## **Desirable selection criteria**

- An interest in not for profit organisations.
- An interest in environmental conservation and sustainable development.
- An understanding of, and support for, workplace sustainability principles.

## **Credentials**

- Tertiary qualification in Business, Marketing, Philanthropy, Conservation or a related field or equivalent experience.

## **Job requirements**

- Provide evidence of completion of a full-course of an Australian government recognised vaccination against COVID-19
- Employment screening checks (e.g. Criminal Record Check or Working with Children Check)



- A registered/insured vehicle suitable for travel (usage to be reimbursed at Australian Tax Office rates)
- After hours work on infrequent occasions
- Interstate/international travel infrequently and with advance notice

**How to apply**

Applicants can apply via [http://www.wwf.org.au/about\\_us/work\\_with\\_wwf/](http://www.wwf.org.au/about_us/work_with_wwf/). Only those applicants applying online via the eRecruitment System will be considered. Please include the following two attachments: (1) a cover letter/statements against the essential selection criteria and (2) your resume (CV)