

Position Profile

Corporate Partnerships Co-ordinator



WHO IS THE CHILDREN'S CANCER INSTITUTE?

The Children's Cancer Institute is the only independent medical research in Australia dedicated to research into the causes, prevention, better treatments and ultimately a cure for childhood cancer. More than 40 years on, our vision remains unchanged – to save the lives of all children with cancer and improve their long-term health, through research. The Institute has now grown to employ nearly 350 researchers, operational staff and students, and has established a national and international reputation for scientific excellence. Our focus is on translational research, whereby we have an integrated team of laboratory researchers and clinician scientists who work together in partnership to discover new treatments which can be progressed from the lab bench to the beds of children on wards in our hospitals as quickly as possible.

The Institute has recently embarked on a remarkable adventure towards joining with our clinical colleagues at the Kids Cancer Centre, Sydney Children's Hospital, in a brand-new purpose built home, Australia's first Children's Comprehensive Cancer Centre, which when completed, will house up to 900 child cancer clinicians and scientists.

OUR SHARED VISION

Our shared vision for the Children's Comprehensive Cancer Centre is to be the leading children's comprehensive cancer centre world-wide, providing for the seamless integration of child cancer research, clinical care and education, with the goal of putting an end to childhood cancer.

WE BELIEVE THAT

- No child should die from cancer or suffer life-long side effects from their treatment.
- Medical research is fundamental to curing childhood cancer.
- It is the critical iterative relationship between translational research, research that moves laboratory findings into the clinic; and discovery research, bench to bedside and back again, that is bringing us closer to one day curing childhood cancer.
- It's not if. It's when.

OUR PURPOSE

Children's Cancer Institute exists solely to put an end to the devastating impact of childhood cancer. Every week in Australia, three children and adolescents die of cancer. Only when that three becomes zero, and when all the survivors can live a normal life, will our work be done.

Our purpose as the only independent medical research institute in Australia focused exclusively on childhood cancer, is to Translate and Discover, through world class research, new treatments that will cure cancer and reduce side effects in children and adolescents.

OUR STRATEGIC OBJECTIVES

Translate—Accelerate the integration of our translational research into clinical care, including delivery of the flagship Zero Childhood Cancer program.

Discover—To pursue world class discovery research, and to feed the translational pipeline through the depth, breadth and impact of our science.



OUR STRATEGIC ENABLERS

Empower—Attracting and developing the brightest minds in a vibrant collaborative high-performance culture that fosters diversity, innovation, and success.

Innovate—By providing our researchers and support teams with access to advanced technologies, infrastructure, and facilities, we will create a dynamic and cutting-edge environment for innovation.

Connect and engage—Partnering and collaborating with UNSW and Sydney Children's Hospitals Network together with national and international clinical and research leaders and organisations, governments, and industry to leverage and maximise the outputs and impact of our research.

Promote and fund—Sharing our beliefs, vision, and purpose with others to drive awareness, engagement and support for our cause that ensures we deliver our strategic objectives in a financially sustainable way.

YOUR ROLE

Role:	Corporate Partnerships Coordinator	Team:	Corporate Partnerships
Job Family:	Fundraising	Reports To:	Briony Harris, Relationship Lead – Corporate Partnerships
Salary Band:	B2	Manages:	NA
Key Internal Relationships:	Briony Harris, Relationship Lead – Corporate Partnerships Cam Bayfield, Head of Corporate Partnerships	Key External Relationships:	Flying Ruby Events (Event Management Agency) and other event suppliers Note – this role requires no relationship management of external accounts. External relationships will be mainly event suppliers.

YOUR PURPOSE

The Corporate Partnership Coordinator will support the Corporate Partnerships Team in the administration, logistics and comms behind our corporate partnership plans which ensures that the Institute can deliver critical medical research.

This role is integral in delivering one of the countries fastest growing CEO fundraising events, while also supporting other exciting initiatives led by a passionate Corporate Engagement team. You will work with a dynamic team focussed on growth and customer best-in-class experience. You will use your exceptional communication skills and attention to detail to provide stakeholders with ongoing updates and responses to queries on events and their logistics.

You will also be comfortable managing the logistics for key fundraising events as well as managing all of the fundraising communications that are sent to our supporters. Being an active Salesforce user, you are able to confidently use all elements of this CRM tool. You will take direction and show initiative when managing our events to make sure things get done.

YOUR KEY OUTPUTS AND ACTIVITIES

1. Connection to the Cause	<p>What activities will this role undertake which contribute to your team goal and our Institute cause?</p> <ul style="list-style-type: none"> You will be part of the team that raises critical funds that fund our research into curing childhood cancer. You will provide administrative, logistical and comms support for our key events – including CEO Dare to Cure, Diamond Ball and Bayfield Trade Lunch. You undertake other activities as directed to support the Institute’s vision and purpose.
2. Systems & Processes	<p>What activities will this role undertake which require the use or improvement of systems and processes?</p> <ul style="list-style-type: none"> Support the CEO Dare to Cure campaign management plan and campaign co-ordination including development and delivery of the EDM and SMS journey Support the administration and logistics of key partnership events including our Liquor Industry Trade Luncheon including co-ordinating prizes descriptions, images, vouchers and loading into our online Gala Bid system. Provide admin support where needed for any corporate partner engagement and assist to co-ordinate any VIP Lab Tours as they arise. Develop Client / Prospect Profiles as required Management and enrichment of Corporate Partnership data on Salesforce to ensure accuracy of reporting and ‘Total Annual Value’ tracking and support the Corporate Partnerships Team in rolling out partner engagement plans Own our tele-marketing strategy for all activations- whether this be activating fundraisers or thanking those that have supported us.

	<ul style="list-style-type: none"> • Provide administrative support to the Corporate Partnerships Team to help acquire, engage and nurture new and existing corporate relationships • You comply with all operational policies and procedures and applicable legislation.
3. People & Teams	<p>What activities will this role undertake which require collaboration with other people and teams? What role do they have in the team? What support will they provide to others?</p> <ul style="list-style-type: none"> • You will support the Corporate Partnerships team and other stakeholders both internally and externally, to deliver successful fundraising events • You will be a people person who can communicate clearly by email and phone/ Zoom • You foster a harmonious and collaborative team culture and support the REDI vision – respect, equity, diversity, and inclusion. • You maintain and enhance your skills and knowledge through participation in education and the Institute’s Personal BEST performance and development program
4. Conduct & Safety	<p>How will this role work in a way that is consistent with a respectful, safe, ethical and inclusive workplace?</p> <ul style="list-style-type: none"> • You role model behaviours that positively reflect the Institute’s Code of Conduct, Research Code of Conduct and all relevant WHS policies and procedures. • You comply with all relevant Institute WHS policies and procedures. • You take reasonable care to maintain your own health and safety and that of others. • You actively participate in making the Institute a safe and healthy workplace through communication and consultation processes.

YOUR PROFILE

Skills/Qualifications/Experience	Capabilities
<p>Essential:</p> <ul style="list-style-type: none"> • What skills, qualifications or experience are necessary to perform this role? • 1 years’ experience in an office environment • Highly organised and efficient • Strong communication skills • Strong attention to detail • Computer literate <p>Desirable:</p> <ul style="list-style-type: none"> • What skills, qualifications or experience would be useful to perform this role? • Experience using Salesforce for a minimum of 12 months 	<p>Capabilities are the knowledge, skills and abilities required to succeed in this role.</p> <ul style="list-style-type: none"> • Resilience – persist despite challenges, obstacles, and interruptions • Empathy – understand and consider other’s feelings, thoughts, and experiences • Emotional intelligence – understand other’s emotions and experiences • Teaming – collaborate effectively across organisational boundaries • Critical thinking – analyse, evaluate, and reconstruct information • Adaptive thinking – recognise new patterns and apply patterns in new contexts

NOTE: It is not the intention of the Position Profile to limit the scope, outcome or activities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.