



# Business Partnerships Coordinator

## Position Information Pack

“The Oaktree Foundation is an outstanding advocate for increasing awareness among young people in Australia and overseas of development challenges. Its role in mobilising young people to tackle poverty – and to inspire them to believe that they can make a difference – is commendable.”

The Honourable Kevin Rudd MP  
Former Prime Minister of Australia

### WHO IS OAKTREE?

The **Oaktree Foundation** is one of Australia’s fastest growing and most dynamic international aid and development organizations. Entirely run by young volunteers under the age of 26, Oaktree has 85,000 members around Australia and has led some of Australia’s biggest poverty campaigns- including the 2006 **MAKEPOVERTYHISTORY** Concert in Melbourne, and the **MAKEPOVERTYHISTORY** Roadtrip campaigns in 2007 and 2010 which succeeded in securing bipartisan commitment to increasing foreign aid to \$4.3 billion.

Oaktree sees education as the key to enabling the world’s poorest individuals and communities to lift themselves out of poverty. As a result, Oaktree works across the Asia Pacific region – in places like East Timor, Cambodia and Papua New Guinea – to build schools, train teachers, and provide scholarships so impoverished children can attend school and much more.

### ACHIEVEMENTS

Oaktree has had some notable achievements either individually or part of a coalition with other organisations. These include but are not limited to:

- In Australia, we have more than 85,000 members all of whom are playing their part in fighting to end extreme poverty
- We’re internationally recognized through numerous awards for our high impact campaigning and incredible achievements. In 2010, we were awarded the International Youth Leadership Award for MDG action by the United Nations in New York and, in 2007 we were presented with the prestigious ‘Free Your Mind’ award at the MTV Music Awards
- We were the leaders behind the 2006 **MAKEPOVERTYHISTORY** Concert in Melbourne, the 2007 **MAKEPOVERTYHISTORY ZEROSEVEN** Roadtrip, the 2008 End Child Slavery Campaign, and the 2010 **MAKEPOVERTYHISTORY** Roadtrip which culminated in the largest poverty focused lobby day in Australia’s history
- Our revolutionary fundraising and awareness campaign Live Below the Line has raised over \$2 million for fighting poverty in under 18 months, is backed by Hugh Jackman and has been launched internationally in the US and UK through our partners at the Global Poverty Project
- We’ve raised over \$3.5 million to provide education to some of the most disadvantaged communities in the world – including building schools in East Timor, teacher training in Papua New Guinea, vocational training for freed slaves in Ghana and HIV/Aids education in South Africa.



## BUSINESS PARTNERSHIPS COORDINATOR

<b>Job outline</b>	<p>The role of the Business Partnerships Coordinator is to manage Oaktree Tasmania’s existing relationships with local businesses and initiate new partnerships as required. This position requires excellent written and oral communication skills, and the confidence to approach businesses for sponsorships.</p> <p>Specifically, the Business Partnerships Coordinator is required to:</p> <ul style="list-style-type: none"> <li>• research and investigate potential business partners</li> <li>• maintain a database of partnerships and meetings</li> <li>• provide support to other Oaktree Tasmania teams which require partnerships with local businesses</li> <li>• perform related ad hoc duties as required by the Tasmanian director.</li> </ul>
<b>Key Performance Indicators</b>	<p>The success of the Business Partnerships Coordinator will be measured by:</p> <ul style="list-style-type: none"> <li>• regular attendance at meetings and timely completion of designated actions</li> <li>• effective coordination of all business partnerships across the branch</li> <li>• a growing and sustainable database of business contacts</li> <li>• ability to source funding and in-kind support as required.</li> </ul> <p>Further key performance indicators will be negotiated between the Business Partnerships Coordinator and the Tasmanian director.</p>
<b>Characteristics and skills required</b>	<p>It is essential that the Business Partnerships Coordinator has:</p> <ul style="list-style-type: none"> <li>• excellent oral and written communication skills</li> <li>• a high level of personal confidence, organisation, professionalism, and efficiency</li> <li>• a willingness to take personal responsibility for meeting objectives</li> <li>• the ability to work both as part of a team and autonomously as required.</li> </ul> <p>It would be beneficial for the Business Partnerships Coordinator to have:</p> <ul style="list-style-type: none"> <li>• an understanding of issues regarding poverty, aid, development and the Australian political system.</li> </ul>
<b>What you get out of it</b>	<p>The Business Partnerships Coordinator will have the opportunity to develop a number of skills and take part in a range of experiences that are rarely available to youth. Specifically:</p> <ul style="list-style-type: none"> <li>• experience in initiating and maintaining business relationships</li> <li>• the opportunity to cultivate a broad network of business contacts</li> <li>• the opportunity to increase knowledge of aid and development</li> <li>• the chance to be a part of innovative and cutting edge Australian campaigns in the fight to end extreme poverty</li> <li>• opportunities for personal and professional growth.</li> </ul>
<b>Time commitment</b>	<p>The necessary time commitment for this position is 10-12 hours a week. This includes:</p> <ul style="list-style-type: none"> <li>• fortnightly branch or whole team meetings</li> <li>• weekly meetings with the Tasmanian director</li> <li>• 5-7 hours per week in Oaktree Tasmania’s office.</li> </ul> <p>It is also expected that the successful applicant will also participate in other Oaktree Tasmania projects and initiatives within their time commitments. We are looking for individuals who can commit to the position for at least 8 months and are based in Southern Tasmania.</p>
<b>Reports to</b>	<p>Tasmanian director</p>



## TO APPLY

All applicants are required to submit:

- A current CV of no more than 2 pages
- 2 referees (written or verbal)
- A cover letter of no more than 1 page outlining the applicant's characteristics and skills.

For additional information about Oaktree and our initiatives, be sure to visit our websites:

- [theoaktree.org](http://theoaktree.org)                      The ***Oaktree Foundation*** main website
- [livebelowtheline.com.au](http://livebelowtheline.com.au)                      Live Below the Line website

## LODGING AN APPLICATION

Applications close 5pm Friday, 17<sup>th</sup> February 2012. All applications must be sent in full by this time to [tas-recruitment@theoaktree.org](mailto:tas-recruitment@theoaktree.org).

Shortlisted applicants will be interviewed within the week. The successful candidate would be expected to be available to commence on Monday 27<sup>th</sup> February 2012.

## QUESTIONS

Robert Hortle – Tasmanian director

[r.hortle@theoaktree.org](mailto:r.hortle@theoaktree.org)

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