# United Nations Association of Australia Western Australia Division (UNAAWA) Volunteer Position Description

## Environment Committee – Partnerships Coordinator

- Seeking expressions of interest.
- This is an unpaid, volunteer position.
- Working with like-minded professionals with a passion for the environment and sustainability, aligned with the furthering of the United Nations Sustainable Development Goals (SDGs).

| Area | Detail |
|---|---|
| **Description** | The Partnerships Coordinator is responsible for supporting the Environment Committee in identifying, engaging, and managing key collaboration partners and sponsors. |
| **Accountability** | Reports to the Environment Committee Convenor. |
| **Recruitment** | Expression of Interest and CV. |
| **Key Responsibilities & Expectations** | <ul><li>Identify, engage, and manage partner and sponsor relations to ensure all needs are attended to and to explore improvements to sponsorship / partnership agreements.</li><li>Maintain rapport with potential and existing partners and sponsors, and network widely to develop relationships.</li><li>Attend monthly Environment Committee meetings.</li><li>Represent the Environment Committee at events and networking opportunities, facilitating partnerships with like-minded organisations within the WA community.</li><li>Support the UN Day Environmental Action Awards process.</li><li>Support the Environment Committee members in delivering a minimum of four events and initiatives annually.</li></ul> |
| **Skills & Experience** | <ul><li>Knowledge of and/or experience with the SDGs.</li><li>Interested in the work of the United Nations.</li><li>Balanced analytical and creative thinker.</li><li>Expert rapport building and networking skills.</li><li>Strong negotiating and communication skills.</li><li>Ability to work collaboratively and demonstrate initiative.</li><li>Strong organisational skills.</li><li>Personal attributes of openness, honesty, and integrity.</li><li>Member of the UNAAWA*.</li></ul> |
| **Skills Developed Throughout the Role** | <ul><li>Project management skills.</li><li>Contract management skills.</li><li>Volunteer experience.</li></ul> |

*Applicant may become a member after being successfully appointed the position.