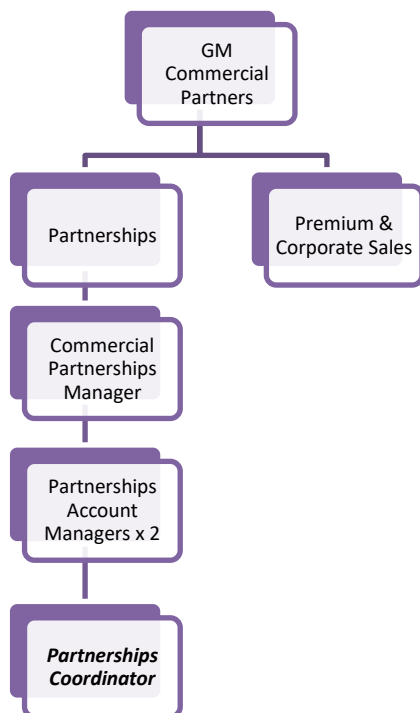


FREMANTLE DOCKERS POSITION DESCRIPTION

POSITION TITLE	Partnerships Coordinator
DEPARTMENT	Partnerships
DIVISION	Commercial Partners

REPORTING RELATIONSHIP



POSITION PURPOSE

Position's primary responsibility and purpose within the organisation

To coordinate activities within the Partnerships department including administrative tasks, database management, ensuring delivery of contractual obligations, reporting, client liaison, partner and sponsor events and game day activities.

KEY RESPONSIBILITY AREAS (KRAs)

The Key Responsibility Areas (KRAs) of the position are broad areas that the position has responsibility for but are not duties, activities or "things done" to deliver finished or finalised work.

KRA 1	Administration and general assistance to the Partnerships department
KRA 2	CRM System management
KRA 3	Client liaison
KRA 4	Partner / sponsor events
KRA 5	Game day activities

POSITION ACCOUNTABILITIES

Accountabilities relate directly to the position's KRAs and are statements of the broad areas of responsibility that apply to the position. Accountabilities focus on the position not the incumbent, direct the incumbent as to what is required to fulfil the responsibility, communicate the degree of ownership possessed by the incumbent, reflect the degree of control or impact the incumbent should have in order to deliver a KRA and how could the KRA be delivered

KRA No	Accountabilities	
1		Administration and general assistance to the Partnerships department
	1.1	Administration tasks including phone or email enquiries, relay information regarding partner / sponsor enquiries and maintain the general office space.
	1.2	Provide support to the Account Managers, Commercial Partnerships Manager and Partnerships Sales Manager including directing calls, ensuring knowledge of staff movements in and out of the organisation.
	1.3	Coordinate partner / sponsor mail outs such as Docker Magazine, Corporate Trip, Gala Ball and other club events.
	1.4	Document all club partnership / sponsorship articles for reporting purposes.
	1.5	Assist with partner research, analytics and insights for reporting and new business purposes.
2		CRM System management
	2.1	CRM & Database Management - Ensure the correct information is input in the CRM system including accurate client data, account and product management.
	2.2	Provide reports as required to Partnership team including events and media research.
3		Client liaison
	3.1	Coordinate client liaison between Partnership Managers and Account Managers and their clients.
	3.2	Send Match Day information to dining clients regarding upcoming home games.
	3.3	In conjunction with the Sales Coordinator, deliver partner / sponsor communication via the Corporate Newsletter 'Corporate Update' and coordinate sign off for distribution on a fortnightly basis.
4		Corporate and Sponsor events
	4.1	In conjunction with the Sales Coordinator, coordinate a number of corporate and sponsor events and other activities such as corporate raffle, player appearances etc.
5		Game Day Activities
	5.1	Assist with partner match-day activations and precinct activities
	5.2	Other game day activities as directed.

POSITION DESCRIPTION

POSITION KNOWLEDGE, ABILITY AND SKILLS (Competencies)

Demonstrated excellent communication and interpersonal skills and a clear service focus and experience providing administrative support to a team of people

Excellent computer literacy skills with regards to the Microsoft Office suite of products. Experience with sales or customer relationship management (CRM) data bases would be an advantage but is not essential.

Excellent organisational skills with a proven ability to prioritise tasks and work under pressure with excellent attention to detail.

Proven ability to use initiative and be proactive in the workplace.

Demonstrated relationship building and customer service skills.

Experience working in an environment involving sales and / or servicing clients or sponsors is preferred but not essential.

Proven ability to work effectively within a team environment.

Ability and willingness to work on game days through the Football season and out of hours at other Club events as required.

WORKING RELATIONSHIPS

Internal

CEO	<input checked="" type="checkbox"/>
Board	<input checked="" type="checkbox"/>
Football Department employees	<input checked="" type="checkbox"/>
Human Resources	<input checked="" type="checkbox"/>
Finance & Admin	<input checked="" type="checkbox"/>
Media & Communications	<input checked="" type="checkbox"/>
Business Operations	<input checked="" type="checkbox"/>

External

Business Partners	<input checked="" type="checkbox"/>
Key Clients	<input checked="" type="checkbox"/>
External Agencies	<input checked="" type="checkbox"/>
AFL	<input checked="" type="checkbox"/>

EMPLOYMENT POLICIES

The conditions outlined within Fremantle Dockers Human Resources and Employment Policies and your individual letter of employment, shall apply at all times.

HOURS OF WORK

This position will involve work outside normal business hours including match days and weekends.

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

General Manager Human Resources

Date