



ROLE DESCRIPTION: COMMUNITY AND PARTNERSHIPS LEAD

Position:	Community and Partnerships Lead
Organisation:	The Platform & Purpose Studio
Reports to:	Chief Executive Officer
Location:	L3, 256 Adelaide Terrace, Perth WA (office based)
Employment type	Part time 3 days a week (0.6FTE), possibility of a full time position
Days of work	Monday/Wednesday/Friday with availability to work after-hours
Hours of work:	8.30am - 5.00pm

ROLES AND RESPONSIBILITIES

Your experience as a creative thinker, master weaver and community builder allows The Platform and Purpose Studio to cross-pollinate its various communities. With a background in event management, partnerships and stakeholder engagement, he/she intimately understands the needs of our community and use that understanding to build community vibrancy

BUSINESS DEVELOPMENT AND PARTNERSHIPS

- Generate, manage and convert new leads, thereby growing the membership community
- Identify, create and implement strategies for growth of the membership community
- Drive stakeholder engagement and collaborative partnerships, may require attending/organising after-hours events

MARKETING AND OUTREACH

- Create monthly email newsletters that include, but are not limited to: member updates, industry news, upcoming events, collaboration opportunities and more
- General social media marketing
- Develop marketing materials to promote The Platform and Purpose Studio and our events, together with Operations Associate

MEMBER MANAGEMENT

- Drive member engagement efforts, including building the community and driving connections.
- Membership administration, eg onboarding of new members, management of member operations
- Support the Operations Associate in general phone and email enquiries - ensuring a timely, helpful and thoughtful response
- Support the Operations Associate with invoice queries and member accounts management

EVENTS CURATION AND MANAGEMENT

- Organise and facilitate ongoing gatherings and events that align with growth and engagement strategy, from start to finish with the support of the Operations Associate
- Duties include but are not limited to: reporting post-event, managing a budget, driving marketing and promotions of events, logistical coordination of events

PREFERRED TRAINING AND EXPERIENCE

1 - 3 years industry experience in events, sales & marketing, community building, , and growing membership-based networks. Possess excellent written skills. Previous start-up/business experience is not essential but will be highly favoured. Remuneration will be based on experience.

YOU ARE A CONNECTOR AND YOU ARE GREAT AT MANAGING RELATIONSHIPS

- You have a demonstrated track record of developing positive relationships with diverse stakeholders and community groups.

YOU HAVE 1-3 YEARS EXPERIENCE OF MANAGING EVENTS

- You are perfectly comfortable organising on-site and online events from start to finish, working with a team to develop marketing, drive ticket sales and pull it all together 'on the day'.

YOU THRIVE IN AN AGILE START-UP ENVIRONMENT

- You are flexible and understand that your role requires 'wearing multiple hats'. You are tech-savvy and know your way around multiple platforms that include, but are not limited to: G Suite, Canva, Microsoft, Mailchimp, CRM system more.

YOU HAVE A TRAINED EYE FOR DETAIL AND AESTHETICS

- You have demonstrated strong time management skills, excellent attention to detail, and a strong sense of aesthetics.

YOU CARE ABOUT CREATING POSITIVE CHANGE

- People and their stories matter to you. You care about the state of the local church and the state of the city and are invested in bringing 'heaven on earth' tangible change to our community.

ABOUT THE PLATFORM

The Platform is a Not-for-profit events and collaborative space that exists to engage and empower change makers in Perth. Our vision is to connect people and purpose for good through events and community.

In August 2018, The Platform launched Purpose Studio, a shared studio space with a focus on building a likeminded community of organisations whose core purpose is to create sustainable and positive social impact. The Platform and Purpose Studio is an initiative of Faith Community Church, created exclusively for not-for-profits and social enterprises.

We built our foundations of continuing to build a 'City for good', and will now intentionally move towards building a 'City for God'. Working in partnership with Faith Community Church, the Community & Partnerships Lead will play a key role in being salt and light in the marketplace and demonstrating God's love practically through events and outreach programs

APPLY NOW

If you believe you meet the above description, please send an application to nancy@purposestudio.com.au.

Your application should address the following :

- A cover letter outlining your suitability in relation to the selection criteria
- A copy of your resume including your educational qualifications relevant to the duties, employment history, as well as the name and contact of 2 professional referees
- Evidence of eligibility and right to work in Australia, for example, Australian Citizen, Permanent Resident etc