

Position Description

Strategic Partnerships Officer

National Team – Supporting Role

Pint of Science Australia is run entirely by volunteers. All roles in the organisation are unpaid.

Purpose of the Role

The Strategic Partnership Officer is responsible for supporting the identification, development and management of relationships with key external stakeholders, including potential sponsors, partners, and collaborators. This role is critical to ensuring the financial sustainability and growth of Pint of Science Australia, as well as expanding its reach and impact within the science engagement community.

Position in the Organisation

With guidance from the Strategic Partnerships Manager, the Strategic Partnerships Officer works collaboratively with the Strategic Partnerships Manager, other members of the National team, and external stakeholders, to drive strategic partnerships to support the financial and strategic objectives of the organisation.

The Strategic Partnership Officer is expected to attend regular meetings (at least every 3 weeks) with the Strategic Partnerships Manager.

Key Responsibilities

- Support the identification and pursuit of opportunities for new strategic partnerships and/or the strengthening of existing strategic partnerships with potential partners and sponsors, including academic institutions, research organisations, industry partners, professional bodies, and others.
- Provide input to the sponsorship strategy and propose tailored proposals to secure financial support.
- Work closely with the Strategic Partnerships Manager to ensure successful delivery and implementation of partnership agreements.
- Maintain a database of partners, sponsors, and prospects, tracking interactions and key engagement details.
- Demonstrate clear communication, integrity, and accountability, to contribute to a supportive, inclusive, respectful and collaborative team culture.

Expected Time Commitment

3 to 5 hours per week some of which will need to be during normal working hours.

Term

This position is being filled for one Pint of Science Australia season (July of the current year, until end of June the following year). This term may be extended upon mutual agreement between the incumbent and their supervisor.

Key Selection Criteria

Essential

- Ability to work effectively with a range of internal and external stakeholders.
- Strong communication, negotiation, and relationship-building skills.
- Strategic thinking and the ability to mitigate stakeholder challenges.
- Proactive, self-motivated, and able to work independently and as part of a team.
- Passion for promoting science engagement and advancing the organisation's mission.

Application Process

If you feel you meet the requirements of the role, please apply by sending through your resume and a cover letter addressing the key selection criteria to:

Lisa Owens (she/her)

Director, Strategy and Policy

Partnerships@pintofscience.com.au

