



## **GARDEN TO TABLE TRUST**

### **POSITION DESCRIPTION**

**Job Title:** Partnerships Lead  
**Reports to:** CEO

#### **About Garden to Table**

We empower tamariki to grow, harvest, prepare and share great food!

Since 2009, the Garden to Table Trust has been supporting schools to teach children how to Grow, Harvest, Prepare and Share kai, building life-long skills that also have a positive impact on their whānau and community. The Trust recognised a wide concern that the basic 'life' skills of growing and cooking fresh kai are being lost, that many children are disconnected from their food supply, know little or nothing about where food comes from, or how to cook it. Our dream is that all children in Aotearoa New Zealand can grow and cook kai as part of daily life.

The Garden to Table programme is currently run in around 300 schools nationwide. It is a curriculum-linked food education programme aimed at empowering children at an early age to develop good eating habits, learn where their food comes from, and instil a lifelong love of good food. Learning by doing, children learn the skills they need to grow and prepare food and take these skills home.

We provide schools with support, training, expertise, and resources to enable them to run the programme and maximise the benefit to children. There are so many benefits for children involved in the Garden to Table programme, across education, hauora (physical, mental, emotional, and spiritual health), food security and environmental sustainability.

As we grow, we are committed to engaging with schools to ensure the Garden to Table programme can be delivered in line with their learning priorities, in ways that reflect and enhance their school culture. We want all tamariki to feel like they belong and be able to see their cultures reflected in the programme.

#### **Equitable workplace**

Garden to Table Trust is proud to be an equitable workplace, where we welcome and accept diversity and difference. We will endeavour to support your individual needs and provide a safe and inclusive environment, to achieve equitable outcomes for our employees, schools, and students.

#### **Te Tiriti o Waitangi**

We recognise Māori as tangata whenua of Aotearoa. We have begun our work to learn more about te ao Māori and how matauranga Māori can enrich the Garden to Table offering for all New Zealand children. To do this, we want to work with Māori in the spirit of partnership embodied in Te Tiriti o Waitangi.

## **Primary Purpose of Partnerships Lead**

Garden to Table is a growing organisation with a portfolio of corporate relationships. The primary aim of Garden to Table's corporate relationships is to provide long term funds that support the ongoing operation of the Trust. Over recent years, economic conditions have impacted this portfolio, resulting in a reduction of this important funding stream. The primary focus of the Partnership Lead role is to acquire new sponsorships that rebuild this funding stream in ways that are values aligned and focused on high value multi-year sponsorships of mutual value to the Trust and sponsors.

*The term 'sponsor' for the purposes of this Position Description means all corporate relationships, and this includes but is not limited to: Partnerships or Sponsorships, as well as donations and services in kind from corporates.*

The Partnerships Lead is responsible for identifying, engaging, and securing new corporate partners for the Trust. As a key member of the Fundraising and Communications Team, this role is critical in ensuring the sustainability of the Trust. The Trust aims to build revenue over the coming years to both support growth and build-up operating reserves.

With a growing school membership, the small but ambitious team is ready to take our fundraising to the next level and raise the Trust's profile, whilst delivering the best experience that sponsors and those involved in Garden to Table events can have.

This role will play a vital part in contributing to the success of the Fundraising and Communications team in the acquisition of values aligned corporate relationships that meet the Trust's strategic goals and bring mutual benefit to both partners.

### **Reporting to**

CEO

### **Internal Relations**

Fundraising and Communications Team

Business Manager - Operations

Education Team

## **Key responsibilities**

### **Sponsorship Acquisition and Relationship Management (in conjunction with CEO):**

The primary purpose of this role is to successfully secure new sponsorships for the Trust.

From time to time the Partnerships Lead may also support the CEO and wider team to manage Garden to Table's existing corporate sponsor relationships.

#### **Related duties:**

1. Ensure accurate records are maintained within the relevant CRM system.
2. Maintain appropriate records and data in line with Garden to Table privacy policy and current legislation.
3. Budget monitoring of income and expenditure targets, including the approval of quotations and invoices within agreed budgets.
4. Successfully communicate the values, objectives, and impact of the Garden to Table Trust and programme.
5. Supporting the wider Fundraising and Communications Team to achieve objectives as required.
6. Any other duties as required.

## **Most frequent interactions**

- Accountable to the Chief Executive Officer
- Regular communication with internal team members
- Regular communication with sponsors, prospective sponsors, and external stakeholders

## **Essential Skills**

- Proven ability to secure corporate partnerships and meet or exceed fundraising targets aligned with Garden to Table sponsorship tiers
- A minimum of three years' experience in fundraising, partnerships, or sales, with proven experience in relationship-based fundraising.
- Strong ability to prioritise work, manage multiple activities, and meet challenging deadlines.
- Have excellent verbal and written communication skills. The ability to communicate effectively, professionally, and respectfully is important in this external-facing role.
- Demonstrated ability to work collaboratively and adopt a solution-focused approach.
- Strong relationship development and stakeholder management skills.
- Demonstrate the capacity to exercise sound judgement and excellent consultation skills.
- Commercial acumen and proven ability to assess and apply sound judgement to maximise returns in terms of value of relationship, in relation to cost.
- Demonstrated high level interpersonal skills including the ability to liaise internally and externally with supporters and suppliers.
- Commitment to inclusivity and respect for diversity.
- High level of computer literacy, including Microsoft Office, Outlook, Excel, Squarespace, and Salesforce (or similar CRM systems).
- Excellent working knowledge of database systems for prospect and relationship management.
- Self-motivated working style with a strong focus on outcomes.

## **Personal Attributes**

You will:

- Be passionate about education, equity, and Garden to Table's mission, inspiring others to engage and succeed
- Inspire, motivate and influence potential sponsors to see the value of getting behind Garden to Table and coming on board.
- Communicate clearly and confidently, with strong relationship building skills.
- Be adaptable, calm under pressure, and proactive in problem-solving.
- Demonstrate professionalism, integrity, and a commitment to continuous improvement and learning.
- Commitment to grow your understanding of Te Tiriti o Waitangi and how this applies to your mahi for Garden to Table.
- Use of everyday te reo is an advantage, but willingness to learn and grow your reo is essential.
- Demonstrate cultural responsiveness.