

SSALT12 Partnerships and Business Development Coordinator

1. Job role

TCF sub-sector	Clothing and Footwear Repairs and Alterations
Functional area	Management
Job role	SSALT12 Partnerships and Business Development Coordinator
Job role description	Develops and manages partnerships to grow revenue and market presence for clothing and footwear repair enterprises. Responsible for establishing relationships with retailers, fashion brands, corporate clients, uniform providers and community organisations. Typically present in medium enterprises or franchise networks.
Performance expectations	- Secure new partnership agreements - Increase business referral channels - Maintain strong stakeholder relationships - Meet revenue growth targets - Identify new market opportunities - Support brand positioning and visibility
Specialisation	- Retail and fashion brand partnerships - Corporate uniform contracts - Community and event partnerships - Sustainability and circular fashion initiatives - Multi-site franchise coordination
Application in other TCF sectors	Transferable to apparel manufacturing sales, footwear production marketing and retail business development roles.

2. Key tasks and critical work functions

Key tasks	- Identify potential partnership opportunities - Develop proposals and service agreements - Negotiate terms and pricing structures - Coordinate onboarding of new partners - Monitor partnership performance metrics - Maintain CRM records and reporting - Support marketing and promotional campaigns
Critical work functions	- Maintaining strong stakeholder relationships - Ensuring contractual compliance - Aligning service capability with partner needs - Monitoring revenue and margin performance - Protecting brand reputation - Maintaining accurate partnership documentation - Supporting long-term strategic growth

3. Technical skills

Business development planning	Identifying and pursuing growth opportunities.
Contract negotiation	Developing and negotiating service agreements.
CRM system management*	Tracking partnership activity and performance.
Market analysis	Assessing industry trends and opportunities.
Financial analysis	Evaluating partnership profitability.
Presentation skills	Preparing proposals and pitch materials.

*Technical skills identified as emerging skills in TCF industry.

4. Generic Skills

Communication	Build professional external relationships.
Negotiation	Reach mutually beneficial agreements.
Strategic thinking	Align partnerships with business goals.
Problem solving	Resolve partnership challenges effectively.
Organisation	Manage multiple partnership streams.
Initiative	Proactively identify new growth opportunities.

5. Emerging skills

Emerging skills	• Circular economy partnership models • Digital marketing integration • Sustainability reporting alignment • Multi-channel service delivery partnerships
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6. VET Qualifications and Skill Sets

Entry-level preparation	BSB40215 Certificate IV in Business or equivalent.
Advanced development	BSB50120 Diploma of Business or equivalent.

7. Job progression

Possible job progression	Partnerships and Business Development Coordinator → Business Development Manager → Operations Director
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8. Classification

Australian Qualifications Framework	AQF Level 4-6 (enterprise dependent)
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 2 - Professional / Managerial
Open Source Classification of Occupations for Australia (OSCA)	Business Development Officer



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