



MISSION SEEK FULL PARTNER PACKAGE

The Mission Seek database connects enquirers and agencies, allowing enquirers to easily investigate a wide range of agencies including their mission and service opportunities, all in one accessible place.

These enquirers are strongly encouraged to enter their “personal profile” using the Mission Matching Service and check out the resulting “matches” with Partner Agencies.

Full Partners have full access to the Mission Matching facility and Enquirer Database in order to be very proactive about searching for, and contacting possible recruits. They can take the initiative to contact enquirers.

Features of the Full Partnership Package:

- Agency Description, Contact details and web link
- Vacancies advertised
- Short term teams advertised
- Agency information used as enquirers’ profiles are matched with the agencies
- Detailed Agency information displayed for enquirers
- Access to all enquirer’s profiles who have agreed to a privacy clause allowing agencies to view their data
- Ability to conduct individualised searches on the data base using a variety of parameters.
- Regular email from Mission Seek Administrator highlighting new and updated profiles

For further information contact the Mission Seek Administrator mms@missionsinterlink.org



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By completing the registration form below you agree to the following Full Partnership Agreement

- **Contact with Mission Seek Administrator:** Appoint a contact person, who receives enquiries generated by your profile *and* an additional “link” person whom the Mission Seek Administrator can contact easily and who will also be responsible for entering and updating your agency information.
- **Update information regularly:** Keep your Agency Profile, Top Needs and Teams information current.
- **Recruitment:** Intentionally use the MMS as a recruitment tool by regularly checking for matches, searching the database and following up enquirers who have expressed an interest in your agency as soon as possible.
- **Integrity:** Respect enquirers’ options and be prepared to refer them to other agencies if necessary.
- **Staff awareness:** Ensure your recruitment staff and office personnel are aware of the partnership you have entered into with MI to facilitate enquiries referred through MI.
- **Promotion:** Promote Mission Seek and related services through your agency, as appropriate.
- **Feedback:** Provide statistics re recruitment and enquiries generated through the Mission Seek Database and other information from time to time to assist with performance evaluation.
- **Privacy:** Agree to not use contacts from the MMS for purposes of fund raising in any other way contravene the provisions of Australian Privacy legislation or MI Privacy policies.



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For your information, the Mission Seek Administrator role is 5 hours per week and generally on Tuesdays, though there is flexibility in this. The Administrator will endeavour to answer your enquiries as promptly as possible.

Please complete this form and email to the Mission Seek Administrator at mms@missionsinterlink.org.au

Agency Name	
Normal Abbreviation	
Agency Phone	
Website*	
Mailing Address*	
Contact Person*	
Contact Phone*	
Contact Email*	
Link Person	
Email Address	
Contact Phone	
Preferred days & times to be contacted	

** indicates that the provided information will be displayed on the website*

Payment details

Method:	Amount:
<input type="checkbox"/> Direct Deposit	<input type="checkbox"/> \$511.50 Annual Fee (includes GST)
<input type="checkbox"/> Cheque (attached)	<input type="checkbox"/> Donation \$..... (No GST)

This agreement is for a period of either: 12 months commencing 1st July 20__
OR: ____ months commencing _____ 20__

For new Limited Partners joining part way through the year the fee is prorated per half-year

MI Bank Details for Direct Deposit or Transfer

Westpac 033-172 Account no: 270227 Account name: AEA Missions Interlink
Reference – MMS (Your Agency Name)

Missions Interlink 44 Rutland St Box Hill Vic 3128
ABN 54 056 007 820
www.missionsinterlink.org.au
admin@missionsinterlink.org.au

This agreement will also constitute a **Tax Invoice** upon payment of the annual fee.