

# Grants Advisor

## PURPOSE OF THE POSITION

The Grants Advisor is responsible for leading and coordinating ChildFund Australia's grant funding portfolio with a mandate to grow the organisation's funding from bi-lateral, multi-lateral and non-traditional funding sources. The focus will be on grant acquisition for child protection, education, health, adolescent & youth development and disaster risk reduction (DRR) projects and the Grants Advisor will also provide donor compliance support to ChildFund Australia Country Offices.

### KEY DUTIES

- Identifying new grant opportunities from institutional donors, leading proposal preparation and liaising closely with the donor agency, the Country Office and the relevant International Program Staff during proposal review.
- Supporting donor compliance requirements at Country/Regional and Sydney Office level.
- Maintain oversight of the Australian NGO Cooperation Program (ANCP), acting as the primary donor liaison point with DFAT.
- Support Country/ Regional Offices to develop donor engagement and fundraising strategies.
- Build the fundraising capacity and Country/ Regional Offices and provide on-the-job training, mentoring and support to develop donor engagement and fundraising strategies.
- Respond to new funding opportunities to grow ChildFund Australia's income from non-traditional and emerging donors.
- *Remain alert and responsive to any child safeguarding risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding policy and procedures, and conduct yourself in a manner consistent with the Child Safeguarding Policy.*

### QUALIFICATIONS & EXPERIENCE

- Bachelor or Masters degree in International Development or related field;
- Experience in building strong relationships with technical donors;
- Significant community development experience including implementation, policy-development, technical-support, or fundraising roles;
- Experience developing successful, complex donor proposals;
- Planning and managing project budgets to ensure effective use of resources and compliance with standards; and
- Demonstrated commitment to justice, human rights, solidarity, children's rights and a child-centred approach to development.

### DESIRABLE

- Technical expertise in either child protection, education, health, adolescent & youth development or DRR
- Experience with DFAT's Australian NGO Cooperation Program (ANCP).

### SKILLS

Project Management

Change champion

Up-to-date with the latest donor trends and best practices in acquisition and compliance

Creative thinker and motivator, energetic, with an entrepreneurial spirit

Combines intellectual curiosity with analytical skills

### CHILDFUND AUSTRALIA'S VALUES

Commitment to ChildFund Australia's values –  
Respect, Integrity, Collaboration, Change,  
Empowerment & Excellence

**Department:** International Programs

**Location:** ChildFund Australia, Level 9, 162 Goulburn Street, Surry Hills NSW 2010.

**Employment:** Full-time, initial one-year employment agreement, with option to extend upon mutual agreement.

**Reports to:** Head of Program & Grants

**Other Information:** Must have the right to work in Australia and be willing to undertake overseas travel.

Please apply at: <https://www.childfund.org.au/work-with-us/>





## ORGANISATIONAL CONTEXT

**ChildFund Australia** is an independent and non-religious international development organisation that works to reduce poverty for children in developing communities. We work in partnership with children and their communities to create lasting change by supporting long-term community development, responding to humanitarian emergencies and promoting children's rights.

ChildFund Australia implements programs with a range of local partners in **Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other Pacific nations**, and manages projects delivered by partner organisations throughout Asia, Africa and the Americas. Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations.

ChildFund Australia is a member of **the ChildFund Alliance** – one of the world's oldest and most experienced child-focused development agencies. With a global network of 11 organisations, the ChildFund Alliance assists more than 14 million children and families in over 60 countries.

## HOW WE VALUE YOUR CONTRIBUTION

### Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

### Leave

You will have access to 20 days of paid annual leave (pro-rated for part-time employees). You are also entitled to personal/carer's leave, paid parental leave, long service leave and bereavement leave.

### Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversation between yourself and your manager about maintaining work-life balance.

### Salary Packaging

You will be eligible to salary packaging. As a Non-Governmental Organisation, our staff are eligible for salary sacrificing. The Australian Taxation Office (ATO) allows us to reimburse you for your personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in additions to the income tax Free threshold.

### Employee Assistance Program

In case you need help with personal, family or employment related matters you and your family will have access to free external, professional and confidential counselling assistance.

### Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

**OUR VISION:** A global community, free from poverty, where children are protected and have the opportunity to reach their full potential.

**OUR MISSION:** We work in partnership with children and their communities to create lasting and meaningful change by supporting long-term community development and promoting children's rights.

**At ChildFund Australia you will be contributing to every child being able to say: "I am safe. I am educated. I am heard. I have a future."**