

Grants Advisor

PURPOSE OF THE POSITION

As the Grants Advisor you are responsible for leading and coordinating ChildFund Australia's grant funding portfolio with a mandate to grow the organisation's funding from bilateral, multilateral, and non-traditional institutional funding sources. The focus will be on grant acquisition for projects that protect, educate and empower children across the Asia-Pacific region.

KEY DUTIES

- Identify new grant funding opportunities from institutional donors; lead proposal preparation; and coordinate engagement between donor agencies, partner organisations and relevant ChildFund staff.
- Maintain oversight of the Australian NGO Cooperation Program (ANCP), acting as the primary donor liaison point with DFAT.
- Support ChildFund offices to develop donor engagement and fundraising strategies.
- Build the institutional fundraising capacity of ChildFund 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.
- Strengthen local partnerships and/or relationships, e.g., through capacity sharing to support localisation
- Promote and integrate gender equality, disability, and social inclusion into day-to-day work.

Remain alert and responsive to any child safeguarding or sexual exploitation, abuse, or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.

QUALIFICATIONS & EXPERIENCE

- Bachelor's or master's degree in International Development or related field
- Proven track record 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
- Experience with DFAT's Australian NGO Cooperation Program (ANCP)

Desirable

- At least 5 years' experience in a similar role
- Technical expertise in either child protection, education, health, adolescent & youth development, or disaster risk reduction (DRR)

SKILLS

Project Management

Effective communicator with coordination skills

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 8, 162 Goulburn Street, Surry Hills, Sydney NSW 2010.

Employment: Full-Time

Reports to: Global Programs Director – Mekong & Grants

Other Information: Must have full working rights in Australia and be willing to undertake some international travel.

Must be willing to work outside standard hours if required to accommodate international partnerships and external donor deadlines.

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





ORGANISATIONAL CONTEXT

ChildFund Australia is an independent international development organisation that works to reduce poverty for children in developing communities. We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

Our vision is a world without poverty where all children and young people can say: “I am safe. I am educated. I contribute. I have a future.”

ChildFund Australia directly manages and 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 – a global network of 12 organisations which assists almost 23 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

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. If the position allows, employees can choose to work up to 2 days from home per week.

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. UPRISE, our EAP system, combines multiple wellbeing initiatives to support your mental health and resilience.

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 world without poverty where all children and young people can say: “I am safe. I am educated, I contribute. I have a future.”

OUR MISSION: We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

At ChildFund Australia you will be contributing to our programs which protect, educate and empower children and young people.