



Position Description

Grant Writer

House of Welcome: A project of St Francis Social Services

January 2021

Position Title: Grant Writer & Digital Communications (part time 3 days per week)

Employer: St Francis Social Services

Responsible to: Executive Manager House of Welcome

The House of Welcome

Our vision:

The House of Welcome (HOW), a project of St Francis Social Services, is committed to serve people seeking asylum without discrimination on the basis of age, gender, race, sexuality and religion. We recognise that as people, displaced from their homes through war, conflict and persecution and suffering the effects of these events, as well as of time in immigration detention, and experiencing the difficulties of settlement, they are in special need.

Our clientele:

HoW provides support for people seeking asylum who are living in the community. Clients come to the HoW through word of mouth, by referral from another organisation and from other clients.

HoW provides transitional accommodation and housing for approximately 95 asylum seekers in 19 properties. In addition to housing, staff and volunteers offer a variety of support services such as case work, financial assistance, foodbank, referrals, advocacy, employment and community development programs for numerous clients across Sydney.

A number of clients supported by HoW have been living in the community for an extended period of time without support. The stress of their journey thus far, their uncertain future and enforced poverty has devastating impacts, such as homelessness, poor health, isolation, family breakdown and mental health concerns.

Within this context HoW plays a significant role in client-based advocacy working with various agencies, organisations and other client stakeholders.

The House of Welcome aims to:

- provide a place of welcome and friendship for people seeking asylum.

- assist people seeking asylum in their transition to life in Australia and to develop their capacity to engage confidently in various aspects of life in Australia
- promote the rights of people seeking asylum and accompany them as they seek to have their status recognised.
- enable them to become full and independent members of the Australian community.

A Description of the Position

The Grant Writer & Digital Communications role is a dynamic position requiring the ability to utilise skills with creativity and flexibility. The position reports to the Executive Manager and is a critical member of the House of Welcome and St Francis Social Services Team.

Professional Accountability

- Work closely with the House of Welcome team to understand HoW programs and their priorities for funding
- Proactively identify and pursue fundraising opportunities through grants and other funding opportunities
- Research, write and submit compelling grant applications
- Manage a detailed, prioritised calendar to ensure an adequate pipeline of applications and acquittals
- Prepare reports, statistics, and other relevant information as required for compliance with submissions and funding agreements
- Research and enlist individual, foundation and corporate support that results in philanthropic gifts, grants and pro-bono support
- Update the HoW section of the SFSS website
- Maintain social media presence on Facebook and Instagram accounts
- Contribute to development and distribution of print & digital quarterly newsletters
- Promotion of HoW's participation in advocacy campaigns through digital platforms
- Input to strategy and assist with major SFSS and HOW fundraising campaigns and events

This Position Description is not exhaustive and may change from time to time.

Staff Responsibilities

- Maintain best practice in accordance with SFSS policies and procedures.
- Protect the confidentiality and privacy of clients and clients' records.

Team Based Responsibilities

- Foster and promote staff wellbeing and a team environment consistent with the ethos of the House of Welcome.
- Maintain appropriate operational transparency and communication avenues with staff in order to enhance service delivery.
- Contribute to staff meetings and strategic planning activities
- Create, maintain and develop relationships with funding sources
- Source and collate feedback from staff clients and volunteers for planning and development of services.
- Understanding of the Australian funding landscape

Service Delivery Responsibilities

- Maintain and promote the SFSS Duty of Care
- Be compliant with WH&S legislation
- Maintain ongoing relationships with external stakeholders
- Liaise and advocate with other agencies and peak bodies relating to people seeking asylum

Accountability

- Act in a professional manner consistent with Franciscan values and Catholic Social teachings
- Participate in relevant professional development relating to communications and fundraising
- Inform your Manager of any concerns, issues or difficulties as they arise with regard to staff and clients of the House of Welcome

Policy and Procedure Responsibilities

- Maintain a consistent understanding of any legislative changes in the sector
- Adhere to the policies and procedures of St Francis Social Services

Administrative and Financial Responsibility

- Maintain security of all records kept at the House of Welcome
- Initiate and collaborate in grant and tender writing

Position Criteria

Essential Criteria:

- Tertiary qualifications in Communications, marketing, journalism or other related field.
- Proven success in grant writing and reporting, ideally in a not-for-profit environment.

- Demonstrated ability to write proposals and reports that are succinct, professional and compelling - with the capacity to adjust style to suit various audiences
- Demonstrated knowledge of social media, mailchimp and other digital fundraising platforms.
- Able to competently and rapidly understand program work and fundraising activities to accurately express in writing
- Demonstrated ability to work sensitively in a culturally and linguistically diverse environment.
- Ability to work with various church and community groups without discrimination.

Desirable Criteria

1. Experience within the not for profit sector as an employee or volunteer.
2. Demonstrated understanding of policy framework and issues encountered by refugees and asylum seekers in Australia.
3. Driver's licence

Employment conditions

4 weeks annual leave per year (pro rata)

Salary packaging available

Three months probationary period.

This position requires occasional use of a private vehicle with compensation paid according to RTA suggested rates.

Occasional out of hours work will be required with time in lieu arrangements in place.