

Position Description: Grants Officer

Reporting to:	Fundraising Manager
Direct Reports:	N/A
Key Internal relationships:	Legal and finance teams
Key External relationships:	Relevant stakeholders
Location:	30 Botany Street, Randwick NSW or remote location considered
Salary:	\$39,600 (\$66,000 p.a.)
Hours per week:	21 hours per week (days flexible) 0.6 FTE
Authorisation:	Centre Director and Management Committee

Organisation Overview

Refugee Advice and Casework Service (RACS) is an independent Community Legal Centre. It has been protecting the human rights of people seeking asylum in Australia since 1987 by providing free legal support. We are committed to ensuring that vulnerable people, who have fled from persecution and seeking protection in Australia, gain access to equal and fair representation before the law. RACS is the only dedicated organisation in NSW providing legal support at no cost to people seeking asylum.

RACS is supported by hundreds of volunteers including lawyers from over 10 law firms, barristers, legal students, universities and interpreters. Through providing those who cannot afford it with essential legal representation, we give people the chance for a fair and just assessment of their claim for asylum.

Our Vision: Justice and dignity for refugees

Our Mission: Dedicated to achieving justice and dignity for refugees through the provision of effective legal services and influential advocacy

Values: Collaboration - Leadership - Expertise - Integrity - Independence

Purpose of Position:

The Grants Officer is a critical member of our fundraising team. Responsibilities include researching, writing and acquitting of funding grants.

Key Responsibilities:

- Research, write and acquit funding grants.
- Achieve financial targets.

Duties:

- Work with the RACS legal team to understand programs and their priorities for funding.
- Proactively research and identify grant opportunities through the scrutiny of funding criteria, grant eligibility and previously funded projects, as well as effectively match RACS' projects with that of the funding organisation.
- Write and submit compelling grant applications.
- Oversee and monitor a detailed, prioritised calendar to ensure an effective pipeline of applications and acquittals.
- Prepare reports as required for compliance with submissions and funding agreements.
- Record and maintain records of all grant opportunities on Salesforce

ESSENTIAL CRITERIA
<ul style="list-style-type: none"> • Proven success in grant writing and reporting, ideally in a not-for-profit environment. • Demonstrated ability to write grant applications and reports that are succinct, professional and compelling - with the capacity to adjust style to suit various audiences. • Able to competently and rapidly understand program work and funding need to accurately express in writing. • Ability to work efficiently and effectively to deadlines with minimal supervision. • High level of administrative and organisational skills with attention to detail. • A commitment to supporting refugee and human rights issues.
DESIRABLE CRITERIA
<ul style="list-style-type: none"> • Salesforce experience
GENERAL CONDITIONS
<p>All RACS staff and volunteers are required to:</p> <ul style="list-style-type: none"> • Adhere to RACS' Vision, Purpose and Values • Adhere to RACS' policies and procedures • Demonstrate respectful and welcoming behaviour with all people at RACS in culturally appropriate ways.

RACS is committed to working to achieve a more inclusive community. Our workplace strives to be one that embraces and celebrates diversity and the wide range of skills, expertise and experience we can all bring to strengthen our dynamic, collaborative and responsive environment.

RACS encourages people from all different backgrounds to apply, including Aboriginal and Torres Strait Islander peoples, people from refugee and culturally and linguistically diverse backgrounds, people that identify as LGBTQI+ and people with disabilities.