

ROLE PURPOSE: Funding Integration Coordinator



Our Vision

We see a world in which no person is needlessly blind or vision impaired.



Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can always exercise their right to sight and good health.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

At The Fred Hollows Foundation we offer a career where your talent and energy will help many see tomorrow.

How we value your contribution:

Remuneration package

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

Salary packaging

We qualify as a health promotion charity so the Australian Taxation Office (ATO) allows us to reimburse you for personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in addition to the income Tax Free Threshold.

Leave

You will have access to 20 days of paid annual leave each year (pro-rated for part-time employees) and receive 17.5% leave loading when you take annual leave. You will also receive 5 days paid leave between the Christmas and New Year period and other types of leave such as personal (sick or carers') leave, paid parental leave, long service leave and compassionate leave. In addition, we provide culturally significant leave for employees with commitments under Indigenous and other cultural customs, traditional laws or religions.

Paid parental leave

We provide 14 weeks paid parental leave for primary carers at full pay and 4 weeks paid parental leave for non-primary carers. In addition, upon receipt of notification from the Family Assistance Office, primary carers may access 18 weeks paid parental leave at the statutory rate.

Performance & development

Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning & development

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

Leadership

Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Study support

We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

Recognition

Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible work arrangement

You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Health & safety

We are committed to supporting your health, safety and wellbeing. We have worker Health & Safety Representatives in each of our offices to assist in making your workplace safe.

Employee Assistance Program

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

To work in The Foundation you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions which are identified as working with children.



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

ROLE PURPOSE

Role Title: Funding Integration Coordinator

Division: Public Affairs

Location: Sydney or Melbourne

Date: August 2021

Employment type: Full time, Fixed 12 months contract

Reports to: Head of Funding Strategy Integration

Number of direct reports: none

Leadership Band: Leads Self

Purpose of the role:

The **Funding Integration Coordinator** coordinates processes and supports Strategic Initiatives (SI) team colleagues to help develop a funding opportunity pipeline and support successful grant applications. They also maintain oversight of compliance requirements and support divisional and cross-divisional projects as needed.

The Funding Integration Coordinator will be responsible for:

Project Coordination

- Supporting activities in cross-divisional projects, such as the development of country funding plans and the coordination of donor approaches.
- Coordinating contract negotiation and registration activities to support new funding initiatives, such as grant applications and coordinating multi-party meetings as needed.
- Supporting the SI team on general pitch and proposal development and documentation.

Systems & Processes

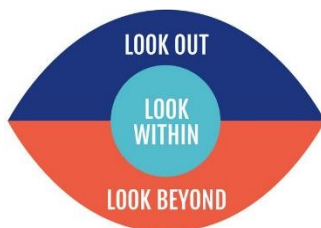
- Building on tools and systems to help strengthen team and divisional resources and processes.
- Maintaining the funding opportunity process, to record and track opportunities and enable timely reporting.
- Supporting divisional infrastructure projects as needed, such as development of new CRM for international markets.

Compliance

- Supporting colleagues with governance or compliance requirements such as funding portal registration, filing and updating grant submission document requirements.
- Collaborating with teams across The Foundation to ensure Public Affairs' adherence to policies, including development and implementation of procedures.
- Conducting due diligence on prospective donors.

Other tasks as requested by your manager.

Our Capabilities:



As a member of The Foundation you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Essential Experience:

- A minimum of 3 years of project coordination experience, working with a range of stakeholders to deliver results.
- Demonstrated experience of developing systems or processes to improve team effectiveness or efficiencies.

Skills:

- Excellent organisational skills, with a solution focused outlook.

Desirable Experience:

- Strong written and verbal communication skills.
- Ability to manage multiple work-flows with different people.
- Excellent interpersonal and relationship-building skills.
- Proactive and supportive team player.
- Strong knowledge and capability in Microsoft Office software.

- Experience in a not-for-profit organisation, preferably international development.
- Experience using databases.

Qualifications:

- Relevant qualifications or equivalent experience for the role

The position involves:

This position does not involve “Working with Children” either direct or indirect.

Travel:

n/a

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.