



Position Description

Title:	Grants Specialist
Department:	Marketing, Communications and Fundraising
Reports to:	Manager – Marketing, Communications & Fundraising
Location:	Flexible – Sparkways hub offices, other Sparkways sites, and remote / work from home
Status/FTE:	Part-time 30 hours per week (0.8 FTE) over 4 days Initially maximum term for 12 months
Award:	Non-award, Circa \$37.00 per hour plus super and eligible for not-for-profit salary packaging

About Sparkways

Sparkways Australia (Sparkways) is a social purpose organisation, delivering access to early learning, mentoring for the vulnerable and those at-risk, and training and employment opportunities for those wanting to Sparkways, but have not had the chance.

Sparkways Vision and Values

Sparkways' vision is to create a meaningful difference to the lives of children, young people and families who are facing disadvantage.

Sparkways has three key values:

1. Involve and be involved in our communities
2. Be loyal, dedicated and positive
3. Make ideas happen

Sparkways is committed to working alongside people to support building capacity, resilience and independence. Sparkways prides itself on being a trusted and collaborative partner with a passion for discovering new ways of doing things, which are responsive to social need.

Child safety

Sparkways is a child safe organisation. Child safety is a critical aspect of all roles and responsibilities in the organisation. All employees must fully read, understand and ensure they work within the bounds of the child safety policy and code of conduct.

Sparkways promotes the rights of all children to participate, have purpose, and be protected from harm. Sparkways has a zero tolerance of any behaviours or attitudes that might cause harm to children.

About the position

This position sits within the Marketing, Communications and Fundraising (MCF) team, a small and relatively new team in an exciting phase of transformation. The position has responsibility for the success of the organisation's Grants delivering development and advocacy funding for both Early Learning and Youth Services.

The role is varied and will best suit a dynamic and multi-skilled candidate who is as comfortable in the administrative weeds of a project as they are with blue sky thinking.

Position objectives

The Grants Specialist is responsible for managing and delivering grant applications and acquittals to a high standard. The role is required to increase the success rate and number of grants the organisation applies for to enable it to move ahead with its strategic aims.

They achieve this by building long term relationships with our team, partners and funding bodies. The grants specialist is also responsible for prospecting, identifying and writing submissions for funding in order to build and strengthen fundraising sources and maximise income for the organisation's important work.

Key performance indicators and measures.

Key performance indicators and measures will be set together as part of induction and orientation.

Internal stakeholders	Direct Manager Marketing, Communications and Fundraising team Executive and management teams Finance team Other Sparkways staff
External stakeholders	Local Government Authorities State and Federal Government departments and agencies Other funders and donors

Responsibilities and duties

Responsibilities shown in this description reflect the primary functions of the position and should not be interpreted as an exhaustive list of duties and activities.

Research and identify funding opportunities

- Work in collaboration with management and services to identify key priority areas and opportunities
- Identify potential funding opportunities which align with our programs and causes
- Maintain a database of relevant funding opportunities

Prepare, submit and acquit grants

- Conduct the full process of preparing, writing, submitting and managing grant applications and proposals to strict deadlines
- Research and prepare submissions, including costings, with a clear emphasis on how the proposal meets the objectives of the funder
- Ensure timely submission of grant applications, application amendments, and acquittals in accordance with the funder guidelines.

Administration & reporting

- Regular and timely maintenance of grants and funder registers
- Monthly reporting on all grants and outcomes
- Coordination of Grants Working Group, to ensure appropriate governance, including scheduling of meetings and subsequent documentation.
- Monitoring of activities and programs funded by grants to ensure compliance with funder guidelines.
- Support content requirements for communications and engagement activity e.g. pledges newsletters, social media
- Perform functions of financial administration and reporting to include, but not limited to: drafting budgets for tenders and grant applications, work with the finance team to jointly administer grant funds
- On occasion you may be asked to support the preparation of tender documents

Quality and risk

- Ensure all fundraising practices comply with Sparkways' policies and are compliant with relevant national and state data protection and privacy regulations.
- Adhere to fundraising best practice
- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level manager and work together to mitigate those risks
- Understand sector reform and support change within procedures and processes, advising of required changes to improve performance and client outcomes

Finance and record management

- Responsible for all reporting and electronic filing/documentation
- Ensure accuracy in all forms of reporting, and provision in a timely manner
- Ensure accurate and current records are maintained

Occupational health and safety

- Contribute to a healthy and safe environment for self and others and comply with all OH&S safe working procedures and instructions including Sparkways' policies and procedures
- Perform duties in a safe and professional manner without causing injury or financial loss to self, other employees, contractors or the public
- Report any injury, illness, hazard and near miss incident to their manager/supervisor as soon as they are detected in accordance with Sparkways procedures

- Comply with safety directions agreed between management and the employees through the consultation process
- Participate in workplace inspections, drills, audits and risk assessments

Personal accountability

- Comply with Sparkways' values, code of conduct, policies and procedures and relevant government legislation and standards
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us
- Ensure appropriate use of resources
- Work collaboratively with Sparkways' employees and external stakeholders in accordance with Sparkways' values and professional standards of behaviour
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace
- Identify opportunities to integrate and work collaboratively across teams
- Attend mandatory training sessions (i.e. Equal Employment Opportunity, health and safety) and mandatory training specific to position
- Provide and maintain a current WWC or VIT, for the duration of your employment with Sparkways. These are to be maintained at your cost.
- Provide information for the lodgement of regular Australian police checks
- Inform your manager immediately if you have been charged with an offence, or face an Apprehended Violence Order, that could impact your WWC card status, VIT registration, Driver's Licence, Australian Police Clearance and/or professional standing.

Selection criteria

Qualifications & requirements	<ul style="list-style-type: none"> • Relevant tertiary qualification and/or equivalent experience • Valid Working with Children Card for Victoria • Acceptable Australian Police Clearance • International police check/s as required
Experience	<ul style="list-style-type: none"> • Successful track record securing and acquitting grants • Demonstrated ability to craft compelling and effective propositions • 3-5 years' work experience in a grants or related role • Experience in Children and Youth and/or not-for-profit organisations preferred but not essential
Competencies	<ul style="list-style-type: none"> • Proficiency in research and problem solving • Proficient in the use of Microsoft Office applications, record keeping and administration • Demonstrated organisational and time management skills with proven ability to consistently plan workload, prioritise tasks, meet deadlines and adapt to changing circumstances

- Positive results in partnership management and networks with relevant internal and external stakeholders
- Positive results in developing and sustaining partnerships and collaborations to leverage expertise – internally and externally

Personal attributes

- Verbal ability: open, honest, articulate and flexible approach to communication – written and verbal. The ability to actively listen.
- Interpersonal focus: strong interest in people and respect for others. The ability to suspend judgement.
- Cooperative: demonstrates team behaviours striving for co-operative and professional relationships.
- Conscientious: responsible, dependable, organised and persistent.
- Open to experience: high level self-awareness, with the ability to admit mistakes, as opportunities for reflection, learning and development.
- Professional: proficient, competent, confident, focused and clear about purpose and able to set appropriate personal boundaries.

This position description is subject to review and may change in accordance with Sparkways' operational, service and consumer requirements.

Agreement

I have read the description of this position and agree to the standards and expectations of the role and the organisation.

Name	
Signature	
Date	