

Grant Writer

Samoa

This assignment has been negotiated in good faith with the Partner Organisation, and the information contained was correct at the time of acceptance of the request. However, while we take responsibility for matters under our direct control, all assignments and arrangements are subject to change. This assignment may be amended or withdrawn to reflect changes in circumstances.

ASSIGNMENT DETAILS

Assignment title	Grant Writer		
Partner Organisation	Samoa National Youth Council		
Location	Togafuafoa, Apia		
Website of Partner Organisation			
Duration of assignment	3 months	Start date	10/01/2022
Type of assignment	Remote	Australian Organisation	
Time commitment	Part-time (less than 25 hours per week)		
	(Remote volunteers only)		

PARTNER ORGANISATION OVERVIEW

SNYC is Samoa's focal point for youth advocacy and youth development issues. It is an Independent organization and relies on donor funding for survival and to be operational. It was initially developed under Ministry of Women, Community & Social Development before being made an Independent organization in 2012. SNYC is made up of representatives from each of the villages in Samoa - altogether, there are close to 200 members as of 2019. 2020 was a very challenging year as a result of covid and the cessation of some of the core fundings of the Organization like Pacific Leadership Program Australia who was one of the core funding for the organization. Despite the limited funding, SNYC has been surviving through collaborations with other Partner organizations both in Government and Civil Society. The Organization is governed by its Board which is made up of 11 Members and it used to have a Secretariat office with at least 3 full time staff. Currently, there are no staff but is looked after by the Chair, 2 Board members and 3 other Organization Members. The Treasurer and Chair are leading the organization in the mean time and are driving the volunteer program as well as the intern program for the Organization to assist with its administration in the mean time.

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ASSIGNMENT DETAILS

Assignment overview

At this stage, we are in dire need of a technical assistance to focus specifically on not only identifying potential grants opportunities for the Organization but most importantly is to be responsible with the actual implementation and at the same time help build our local staff with the capacity building experience in writing of these proposals to ensure SNYC is exploring all the opportunities there are. This role and its scope and fees involved locally would be impossible for SNYC to afford given the fees involved and expertise hence the reliance on this great Australian Volunteer Program. The plan by the Board is, once this takes place, the current volunteers will be trained by the AV to enhance their capacity to be doing this kind of work on top of the implementation work they will be doing in terms of projects etc, which are anticipated to come out of the core work by the Volunteer.

Assignment objectives

To support the research of all currently available grants in line with SNYC objectives to explore

To support SNYC in writing funding proposals in collaboration with the Board and Staff with the intention of sharing the skills and improving the fund proposal writing capacity of our SNYC team.

To provide capacity building trainings for team specifically on AV role to share the knowledge and skills

To include all people directly affected by the volunteer assignment in the Partner Organisation and community, using strategies that promote: gender equality; inclusion of youth; inclusion of people with a disability; child protection and safeguarding; inclusion of marginalised groups.

Duties and responsibilities of the volunteer

Assist with available grants funding opportunities that are in line with SNYC objectives and share with Board together with key proposed activities that will ensure successful applications by SNYC

Work on applications and include key activities and objectives as discussed and endorsed by Board through a consultative approach with Volunteer

Work on Capacity building program to share the key skill-sets the Volunteer has with regards to the assignment

Assist SNYC to be an eligible PO especially in Australian fundings whereby there's Volunteer's influence / entitlement

Assist with some finance / administration work therefore knowledge on these areas is an advantage

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Selection criteria

University Degree in Communications, Community Development , Development or any related areas

Although SNYC is youth-led Organization - this role is open to all ages

At least 3 years relevant working experience

Must be a strong youth advocate

Desirable skills, language and experience

Communication & development skill

Finance & Capacity Building skills

Line Manager	Kevin Schuster
Staff Supervision	no, but he / she will be encouraged to work together with current volunteers and respect them
Working relationships	<i>Please provide any additional details. This cell does not auto-update from PRF.</i>
Hours and days of work	Eg. Monday to Friday, 9:00am-5:00pm
Leave	All volunteers are entitled to 20 days leave per 12 months, unless advised otherwise. The same conditions and terms as local colleagues apply, including national holidays.
Professional indemnity insurance (Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment.)	No - This assignment is not deemed to require professional indemnity insurance The volunteer should consult the partner organisation about the need for professional indemnity insurance for the role prior to departure. Where required and/or considered essential to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to departure.

LIVING AS A VOLUNTEER

The Australian Volunteers Program supports volunteers from preparing to go on assignment through to returning home. For a full breakdown of support provided, please visit: <https://www.australianvolunteers.com/volunteering/lifestyle-and-support/>

Living allowance	Allowance figure is per week, allowance figures are \$18.00AUD (Part-time) The allowance levels are based on the cost of living in the host country location and are listed in \$AUD. Allowances will be reviewed periodically and may increase or decrease.
Accommodation allowance	
Language support	Language support is provided during the in-country orientation period. Most often, additional resources for further development later in the assignment will be available if required.
Country profile	Learn more about the host country location by reading the country profile. We encourage candidates to research the specific location of this assignment as it will be discussed and addressed with a recruitment officer during the interview process. https://www.australianvolunteers.com/countries/samoa

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HOW TO APPLY

All applications must be submitted online through the Australian Volunteers Program website. If you have not already done so, you will need to register on our website prior to applying. For more information about how to apply, please visit:

<https://www.australianvolunteers.com/volunteering/how-it-works>

We actively support and encourage people of all backgrounds and abilities to volunteer internationally, and aim to make the program as accessible and inclusive as possible. The program has a dedicated Indigenous Programs Coordinator to support Aboriginal and/or Torres Strait Islander volunteers, who can be contacted at indigenouspathways@australianvolunteers.com. Access and inclusion plans are available for volunteers with disabilities, to ensure their assignments and living and working arrangements are made more

Personal circumstances

Due to security, cultural, legal or visa restrictions associated with this location, we ask that applicants disclose:

- If they want their partner, to whom they are not legally married, to accompany them on assignment.
- If they want their child(ren) to accompany them on assignment.

(Delete any that do not apply)

