



Position title	Grants Lead
Group	Fundraising, Philanthropy & Partnerships
Employment status	Part time (0.8 FTE), fixed term (12 months)
Salary Range	SCHCADS Award
Position reports to	Fundraising, Philanthropy and Partnerships Manager
Location	Abbotsford or another Djirra Office as advised
Delegation	N/A

Organisation environment
Djirra¹ is an Aboriginal Community Controlled Organisation with over 20 years' experience accompanying Aboriginal and Torres Strait Islander women, and their children, on their individual journeys. We find solutions through Aboriginal and Torres Strait Islander women sharing their stories, journeys, and experiences. Djirra celebrates women's strength and resilience. We are committed to a future without family violence. We deliver holistic, culturally safe, specialist family violence support, legal services and case management, alongside cultural and wellbeing workshops and programs. Our services have state-wide reach, touching every part of Victoria to meet the needs of Aboriginal and Torres Strait Islander women. Self-determination is the foundation of everything we do. Djirra amplifies the voices of Aboriginal and Torres Strait Islander women. We advocate for system-wide change to improve access to justice, eliminate systemic violence, and strengthen women's resilience. We are an active member of the National Family Violence Prevention and Legal Services Forum, the peak body for Aboriginal and Torres Strait Islander people who are experiencing or at risk of family violence.
Role purpose
This role will lead and manage the identification, development and submission of grant proposals across a diversity of funding sources (institutional/government and philanthropic funding). The role will work closely with Djirra's leadership to proactively seek and align grant proposals with Djirra's strategic priorities. The role will also work across program/service areas and teams to draw upon subject matter expertise, practice knowledge, evaluations and research to inform proposals. Successful quality grant proposal development is key to culturally safe, effective and deliverable programs and services. This role plays a key role in the program/service cycle and is critical in linking grant proposal development to program development, monitoring, evaluation, contract management and reporting. This role sits within the Fundraising, Philanthropy & Partnerships team and holds an organisation-wide function. The role will also work with the Fundraising & Philanthropy Manager to link institutional and non- institutional grant processes and strategic donor engagement.
Key accountabilities
- Proactively identify, pursue and track funding opportunities with a focus on institutional/government funding. - Coordinate the strategic analysis and decision-making related to pursuing/not pursuing funding opportunities (including reviewing grant guidelines, background documents, additional research if needed). - Coordinate collaborative grant writing processes with teams across Djirra to develop initial concept and plan timelines, roles and responsibilities.

¹ Djirra is the Woiwurrung word for the reed used by Wurundjeri women for basket weaving. Traditionally, when women gathered to weave, important talks took place and problems were solved. Djirra symbolises Aboriginal women today, still coming together to share stories, support each other and find solutions.

- Lead the generation of content and draft proposals including narrative, theory of change/logic model, activity plan, budget depending on opportunity requirements.
- Coordinate review, submission and reflection processes for grant proposals with key stakeholders across Djirra.
- Provide regular reports to key stakeholders across Djirra on grant pipeline, success rate and future opportunities.
- Lead the development and maintenance of effective grant systems, processes and procedures with a focus on institutional funding.
- Work closely with the Contract Management & Reporting Officer to link successful grants to contract management and reporting requirements and processes.
- From time to time, assist the Fundraising & Philanthropy Manager with the development of concepts for Appeals, Campaigns and Case for Support materials, where funding is the key objective.
- Contribute to the development of a bank of projects for which there is no current funding or for which there are budget gaps.
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Key selection criteria

Professional / Functional Skills

- Demonstrated knowledge and understanding of the Victorian Aboriginal community, particularly in relation to the impact of family violence on Aboriginal women.
- Demonstrated ability to work with Aboriginal organisations, communities and individuals in culturally safe ways.
- Demonstrated experience or knowledge of working in the First Nations funding and Family Violence institutional funding context
- Demonstrated experience and successful track record of developing high quality grant proposals and securing funding from institutional and non-institutional donors.
- Excellent writing and editing skills, with the ability to craft clear, concise, and persuasive proposals and reports.
- Demonstrated experience facilitating collaborative grant writing processes with multiple stakeholders.
- Strong research skills, including the ability to gather and synthesize information from a variety of sources.
- Demonstrated knowledge of institutional donor budget requirements and experience in preparing budgets for submission.
- Demonstrated experience in program/service design/development in the context of grant proposal writing.

Competency

Project Management – Ability to manage multiple projects and processes with strict deadlines and in high paced funding environment.

Communication - Strong verbal communication, facilitation skills, details orientated and ability to write complex proposals for different audiences.

Stakeholder Management - Establishes relationships with diverse stakeholders, develops effective stakeholder orientated responses and negotiates consensus across stakeholders when required.

Problem Solving – Uses specialist knowledge and expertise to address complex problems, gathering relevant information and generating and testing a range of solutions and outcomes.

Autonomy and Initiative- Ability to work autonomously with little direction and take initiative to applying innovative solutions to make improvements in processes and practice.

Interpersonal skills – Works within a framework of cultural safety, builds strong relationships and balances the technical and relational aspects of the role.

Technical Skills

PC skills, including familiarity with MS suite of tools, especially Excel and Word.
Experience in navigating or developing grant proposal software and databases.

Qualifications

- National Police check
- Victorian employees working with children check
- A relevant tertiary qualification in Arts, Communications, Community/International Development, Health or related field or commensurate work-related experience.

Workplace health and safety

Djirra is committed to providing and maintaining the health and safety of its employees.

All staff at Djirra are expected to champion proactive and positive health and safety practices in the workplace and when working offsite by raising health, safety and wellbeing issues or concerns with managers and colleagues. Staff are required to observe all safe work procedures, rules and instructions, and take all reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner. Staff are encouraged to undertake related training e.g. – First Aid training, Fire Warden, etc.

Information about these policies is contained in Djirra's Human Resources Policy Manual.

We are a Child Safe Organisations

Djirra is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Djirra is subject to a satisfactory Australian Criminal History Check and an *Employee Working with Children Check* (in Victoria).

An International Police Check will also be required if you have resided continuously in an overseas country for 12 months or more in the last ten years.

Other important information

Djirra's employees and volunteers are required to adhere to relevant policies and procedures including, but not limited, to:

- Code of Conduct Policy
- Occupational Health and Safety Policy
- Social Media Use Policy
- Privacy Information Policy
- Conflict of Interest Policy
- Volunteer Policy

Information about these policies is contained in Djirra's Human Resources Policy Manual.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Position Description and have read and understand its contents.

Employee name:		
Employee signature:		Date:
Manager's name:		
Manager's signature:		Date: / /

HR CHECKLIST

- ☐ Return one copy of completed form and any attachments (e.g. current Organisation Chart) to the employee to keep.



- ☐ Place one copy of completed form and any attachments on the employee's Performance File.
- ☐ Retain original completed form and any attachments on the employee's Personnel File.

Initials: _____

Date: / /