

Position Description: Grant Writing Officer (Volunteer)

Organisation: River Nile Learning Centre (RNLC)

Location: Level 2, 117 Capel Street North Melbourne 3051

Reporting To: Fundraising and Communication Coordinator

Who are we

The River Nile Learning Centre (RNLC) is a not-for-profit organisation that provides a free and safe learning space for women from refugee, asylum seeker and CALD backgrounds to build skills, confidence and independence. Many of our students are unable to access formal education or employment programs due to age, visa status or personal circumstances. RNLC offers foundation English and digital literacy classes alongside food relief, transport cards, wellbeing activities and social support. Our flexible, trauma-informed approach ensures we meet the individual needs of each student and their families.

Your Impact

As a volunteer at the River Nile Learning Centre, you play an important role in creating a welcoming and inclusive space where women from refugee, asylum seeker and migrant backgrounds can learn, grow and belong. Every hour you give helps remove barriers to education and wellbeing, giving students the chance to build skills, confidence and independence. Whether you are helping in the classroom, supporting the Food Relief program or contributing to grant writing, your time and energy directly support the success of our students and programs. Volunteers are at the heart of RNLC. Through your compassion, commitment and generosity, you help women find connection, dignity and hope in their new community.

Benefits:

- Gain valuable experience in the not-for-profit and community service sector.
- Develop transferable skills in communication, teamwork, organisation and cross-cultural understanding.
- Build meaningful connections with like-minded people in the sector who are passionate about community impact.
- Work with individuals from diverse backgrounds, gaining deeper insight into different cultures and lived experiences.
- Make a genuine difference in the lives of refugee, asylum seeker and migrant women.
- Receive guidance, support and ongoing learning opportunities from experienced RNLC staff.

The Commitment

Each volunteer is asked to commit to at least one shift per week, with each shift running from 9:30am to 3:30pm. The day will be arranged based on volunteer availability and current vacancies.

RNLC follows the Victorian public school term calendar, and volunteers are not required to attend during school holidays.

The Role

The Grants Writing Officer works with the Fundraising and Communication Coordinator to support the River Nile Learning Centre's fundraising and grant activities. The role contributes to identifying and preparing funding opportunities, maintaining key records, and assisting with campaigns that help sustain RNLC's programs for women from refugee, asylum seeker and migrant backgrounds.

Key Responsibilities:

Grant Research and Applications	• Identify appropriate grants that aligns with RNLC's mission and needs • Prepare the grants application and submit it in timely manner • Maintain accurate records of the application and outcomes
Grant Managements	• Keep up to date the grant library with key documents, successful application, and communication log with the stakeholders • Maintain and oversee the grant calendar to track deadlines and reports
Fundraising Initiatives	• Collaborated with the communication team to develop fundraising campaigns • Assist in developing donor outreach strategies and fundraising materials • Assist with data management of donations and donor profiles

Skills and Attributes:

- Good writing and research skills
- Able to work independently and with others in a team
- Careful with details and able to meet deadlines
- Interested in helping community organisations and creating positive change
- A qualification in community development, social work, or a similar area is helpful but not required

Volunteer Requirements

- Completion of a WWC
- Participation in RNLC's volunteer orientation and training program as required.
- Availability to commit to a regular volunteer schedule as agreed upon with the General Manager

Please apply through ethical jobs with a CV and cover letter (stating the one or more position/s you are interested in). Please feel free to reach out to claire@rnlc.org.au if you have any questions.