

Position Description

Position:	Grants Coordinator (Parental leave cover)
Reports To:	Philanthropy Lead, Giving & Experience Team
Classification Level:	Level 5 under the Social, Community, Home Care and Disability Services Industry Award 2010
Location:	Footscray Vic (Hybrid arrangements available, travel to other ASRC sites if required)
Contract Duration:	Part-time fixed-term contract from 9 November 2026 to 19 February 2027. • 2 days per week from 9 November to 19 November 2026 • 3 days per week from 22 November 2026 to 11 February 2027 • 2 days per week commencing 15 February 2027

Organisational context

The Asylum Seeker Resource Centre (ASRC) is the largest aid, employment, health and advocacy organisation for people seeking asylum in Australia. We are an independent not-for-profit organisation whose programs support and empower people seeking asylum to maximise their own physical, mental and social well being through a range of direct services as well as participating in law reform, campaigning and lobbying.

About the Portfolio and Department

The Giving & Experience Team is responsible for the ASRC's fundraising, philanthropic and grant efforts, including appeals, grants, regular giving, gifts in wills, mid-value giving, major donors, philanthropic trusts, community fundraising and events, a \$20 million portfolio. This sits alongside overall responsibility for the ASRC supporter experience, which encompasses both financial and non-financial donor portfolios. This Department oversees strategies to ensure significant engagement retention of the donor database through exceptional supporter experiences including the capacity to upgrade donors at all levels, increase

loyalty through cross-pollination and recover donors that have become lapsed, while communicating impact.

The Giving & Experience Team works closely with Marketing & Brand and Advocacy & Campaigns teams to support donor acquisition and conversion, alongside leading a culture of project methodology and implementation for major campaigns.

Position Purpose

Reporting to the Philanthropy Lead, this role leads all aspects of grant applications, acquittals and reporting, and is the first point of contact with our philanthropic grantors, state and local government. The role contributes to a robust and dynamic program grounded in efficient processes, meaningful reporting, flexibility and innovation. It is a short term contract, covering parental leave until February 2027.

Key Accountabilities

- Administer and lead all key aspects of the grants management program, including application and reporting timelines
- Lead the delivery of formal and direct applications and EOIs to known funders helping to raise \$1.6m from tied, untied and corporate grants
- Lead the prospecting and acquisition of new grant funding opportunities to help raise in excess of \$450,000 to meet the overall Grants target
- Ensure that reporting and acquittals are met in a timely, high quality manner, collating information about program outcomes and expenditure
- Proactively and reactively lead the response to requests for information from existing and potential funders
- Ensure compliance with all organisational, funding body and regulatory requirements
- Work to ensure grants income is focused on organisational priorities, underpinned by the needs of our asylum-seeking members
- Share program outcomes weekly with high quality data, and offer strategic input to mitigate financial risk
- Create opportunities to build funder relationships through publications, events, digital updates and by briefing SMT and Program managers to liaise with funder contacts
- Assist the wider Philanthropy team with related tasks as required

All ASRC People Will:

- Understand and follow their responsibility to always act in a manner that supports the safety, health and wellbeing of themselves and others in the workplace.
- Centre the rights of people seeking asylum and actively working toward bringing the ASRC vision and purpose to life.
- Demonstrate the ASRC values of Collaboration, Welcome, Courage and Authenticity and demonstrate behaviours that contribute to a culturally safe, inclusive and respectful workplace.

- Commit to the safety and wellbeing of all children and young people and upholds this commitment in their interactions and practice. Adhering to the Victorian Child Safety Standards.

Key Selection Criteria

Essential Skills, Experience & Qualifications

- High-level written communication skills, ranging from storytelling to factual reporting
- Proven interpersonal skills; ability to collaborate effectively and develop positive working relationships with both internal and external stakeholders
- Outstanding administrative skills, attention to detail and an understanding of the critical importance of accurate data management
- Excellent self-management, with flexibility to prioritise a range of competing demands and work to deadlines

Desirable

- Demonstrated experience in developing, writing and reporting on grants in philanthropic and/or government contexts
- Lived experience of seeking asylum
- Knowledge of the policy context of practice with asylum seekers visa categories/conditions, and the barriers faced by people seeking asylum in Australia

Policy and screening requirements

All ASRC staff and volunteers are required to adhere to policies and procedures which aim to further culturally safe, inclusive and respectful work practices. All offers of employment are subject to satisfactory Criminal History Check and provision of a valid Working with Children Check prior to commencement.

I have read and understood and agree to perform the responsibilities outlined in this position description.
Name:
Date: