

	Position Title: Philanthropic Grants Coordinator		Team: Development		Region: Central
	Supervisor: Philanthropic Grants Manager and Executive Manager Development	Delegations and Authorities: In Line with Delegations Policy	Band: (A-F) A	Date Completed: 7 June 2017	

ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS		ROLE CONTEXT	
<p>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.</p> <p>To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.</p> <p>We also engage government, other community organisations and the general public in child-focussed advocacy and knowledge sharing.</p>		<p>This role is part of the Development Team which is responsible for generating fundraising income, marketing and communication, and increasing awareness of Berry Street's vital work. The purpose of the role is to increase Berry Street's capacity to secure funding for innovation, specific projects and general support. The role will work closely with the Philanthropic Grants Manager, Relationships Managers and the Executive Manager Development, as well as with relevant program Directors and Managers across the organisation, to apply for funding from philanthropic trusts and foundations, and to prepare master submissions documentation for the use of the whole Development team. . The role includes fostering relationships with Trusts and Foundations staff. In addition this role will assist with funding administration including matching projects with funding, writing and/or co-ordinating application processes, managing contracts and coordinating acquittal reporting. This is a 0.8 - 1.0 EFT permanent part time position.</p>	
OUR VALUES		PRIMARY OBJECTIVES OF THE ROLE	
<p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: To be the best we can be and to never give up</p> <p>Integrity: Expect a personal and organisation commitment to honesty</p> <p>Respect: Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p>Accountability: Be responsible for our own actions</p> <p>Working Together: Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>		<p>The primary objectives of the role are to:</p> <ul style="list-style-type: none"> Identify trust and foundation funding opportunities Match Berry Street's funding needs to funding opportunities Write submissions for funding & and funding acquittals Foster positive relationships with trusts and foundations staff Maintain records relating to trusts and foundations Prepare detailed submission ('master') documentation on identified priority projects, by liaising with senior program staff and maintain this documentation for the general use of the Development team. 	
		REPORTING RELATIONSHIPS	
		<p>This role is based at our Central office. It is a role within the Development Team which is part of the broader Marketing, Communications and Development department.</p> <p>The philanthropic grants component of this role reports to the Philanthropic Grants Manager who will provide supervision and review. The proposal documentation component of the role is supervised by the Executive Manager Development.</p> <p>This role has no direct reports and works in conjunction with external and internal stakeholders and other Development Team members.</p>	

KEY SELECTION CRITERIA

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE

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| <ul style="list-style-type: none"> • Highly developed administration and organisational skills with the ability to coordinate with internal and external stakeholders. • Excellent written communication skills, preferably with experience in editing and/or publishing and/or commensurate experience in proposal and report writing • Ability to work as part of a team and to act as a “consultant” to teams and individuals across the organisation. • Excellent time management skills, demonstrated ability to meet tight deadlines and the ability to work independently. • Demonstrated experience in successful grant writing or equivalent experience. • Good networking and relationship-building skills. • Commitment to the Values that underpin our organisation. | <ul style="list-style-type: none"> • Good computer skills in MS Word, Excel, Outlook and a good working knowledge of spreadsheets and databases, preferably including Raisers Edge. • Enthusiasm, drive, energy, creativity and initiative. • Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety. • Excellent written and oral communication skills (including public speaking, presentations and facilitation skills). • Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies. |
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QUALIFICATIONS AND OTHER REQUIREMENTS

- A tertiary qualification in an appropriate discipline.
- Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

DESIRABLE

- Experience in using a fundraising database (preferably Raisers Edge) would be an advantage.
- Demonstrated experience in project management would be an advantage.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITY
Philanthropic Submissions	<ul style="list-style-type: none"> • Assist with sourcing, collating and maintaining relevant information about philanthropic funding opportunities. • Prepare and make submissions to philanthropic trusts and foundations, - at times independently and at times supporting preparation by others e.g. program staff and internal consultants. • Liaise with senior staff and programs to ensure that agreed priority program funding needs are thoroughly documented and this documentation is maintained for use for specific funding applications, assisting other fundraising team members to customise the documentation for their applications. • Assist with maintaining the system for prioritising program funding and regional needs and matching these to philanthropic funding sources. • Prepare templates for reporting and grant acquittal; liaise with programs to complete reports; and ensure reports are submitted to meet requirements.
Administration	<ul style="list-style-type: none"> • Ensure that all files/records (hardcopy and electronic) in relation to this role's funding applications, liaison, outcomes and reporting are comprehensive, current and highly accurate – and updated in a very timely manner. • Ensure that all of this role's submissions and reports are comprehensively completed for review by the relevant manager and subsequent sign off by the CEO. • Ensure that all grants received which were submitted by this role are appropriately processed and acknowledgement of support is given. • Assist with analysis and reporting of the performance of trusts and foundations and their outcomes.
Relationships	<ul style="list-style-type: none"> • Build solid working relationships with staff across the organisation. • Establish and nurture relationships with specified Trusts and Foundations. • Liaise with grants' and donors' advisors where appropriate. • Connect to relevant forums and networks to keep abreast of upcoming opportunities.
Other	<ul style="list-style-type: none"> • Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women. • Berry Street are committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street are also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities. • Be aware of the Values, policies and practices of Berry Street and ensure that all activities are consistent with these and the Development plan. • Contribute (with the relevant Manager) to the up-to-date reporting of current funding applications and activities on a monthly basis for the Executive Management Team. • Contribute to Development team activities, including team meetings, and other meetings as appropriate. • Other duties as directed.

CONDITIONS OF EMPLOYMENT

1. This position is for 60.8 - 76 hours per fortnight. It is strongly preferred that these hours are worked across 8-10 days. There is no paid overtime, but any extra hours worked will be accrued as Time-in-Lieu according to the Berry Street Victoria Enterprise Agreement.
2. You will initially be employed at our Central office in Richmond. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the Berry Street Victoria Enterprise Agreement, which includes above Award payments and eligibility for remuneration packaging. Salary packaging is available to full-time and 0.8 staff to a maximum value of \$15,899 and a maximum value of \$12,000 to all other permanent part-time staff, in line with our Salary Packaging policy.
4. The salary for this position will be negotiated commensurate with experience. The value of the salary can be increased through salary packaging.
5. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
6. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-existing injury/disease declaration, a criminal records check and proof of identify and qualifications.
7. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
8. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes
9. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
10. Berry Street has a smoke-free workplace policy.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Daily
	Work office hours with the possibility of extended hours.	Regularly
	Work in an open plan office.	Could be daily
	Work in buildings which may be two-storey.	Could be daily
	Sit at a computer or in meetings for extended Periods.	Daily
People Contact	Liaise with government, non-government and community organisations.	N/A
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	N/A
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Occasionally
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, writing reports, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including computers, photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Occasionally