

POSITION DESCRIPTION

TITLE: Grants Volunteer

REPORTS TO: Grants officer

DOCUMENT EFFECTIVE DATE: 1 December 2014

Key Internal Relationships: Grants Officer & Grants Manager

CONTEXT:

The Shepherd Centre is a world-leading charity providing services to children who are deaf or have a hearing loss, to enable them to develop spoken language and go on to achieve their potential in life. Children completing our early intervention program typically have the same spoken language as other children their age and more than 90% go on to enter mainstream school. Our aim is to be the best in the world in terms of the standard of our clinical programs; the outcomes being achieved by the children; the efficiency of our operations; and our ability to connect people with our cause.

The services and the research structure of The Shepherd Centre will be growing rapidly to meet the needs of the many children who currently aren't enrolled in an appropriate program. Our aim is to support these children to achieve the same outstanding results as our current children, through extended and new services. Less than 40% of our funding comes from Government.

ROLE:

The Grants Volunteer position is a newly created position, primarily responsible for assisting with research, development and administration of grant proposals to foundations and other grant-making organizations. The role will essentially be assisting the Grants Officer with assembly of grant requests, conducting prospect research, and helping to maintain a calendar of submissions and other grant related projects.

DIRECT REPORTS:

- none

SPECIFIC RESPONSIBILITIES:

- Support Grants department in achieving a significant annual income budget
- Research available Grants
- Assist with maintaining the calendar to ensure timely submission of letters of inquiry, proposals and reports
- Research hearing loss data
- Provide Grant reporting and other project support

- Maintain up to date database records & provide relevant lists

FLEXIBLE WORKING:

The particular areas of flexibility that apply to this role are:

- Location: this position is based in Newtown (negotiable)
- Times of working: this is a part time position – up to 12 hours over 1-2 days a week

DECISION AUTHORITIES:

- Decisions in your area of professional responsibility: full authority and responsibility for the decisions in your area of responsibility (unless specifically directed otherwise)
- Decisions in specific projects: as per their assigned project team role (Policy GOV15 Conduct of Operations)
- Financial decisions: as per Policy GOV04 Delegations of Authority
- Employment decisions: as per Policy GOV04 Delegations of Authority; and Policy PPL08 Recruitment, Selection and Induction

CORE RESPONSIBILITIES, EXPERTISE & BEHAVIOUR:

- Active support for The Shepherd Centre's Vision and Mission
- Behave in accordance with The Shepherd Centre's Values, our Code of Ethics and Conduct policy, and our Staff Charter
- Actively contribute to The Shepherd Centre's success in achieving our Ongoing Operational Goals:
 1. Being an employer of choice for people passionate about achieving our mission
 2. Having a work culture that supports passion, respect, responsibility and effectiveness
 3. Increasing net income to allow us to assist more children on a financially sustainable basis
 4. Continuous improvement in efficiency, excellence and service impact
 5. Compliance with our regulatory and funding requirements
- Actively support the success of other staff and teams within The Shepherd Centre, with proactive support of fundraising activities when requested.
- Act in accordance with all applicable The Shepherd Centre Policies
- Understand The Shepherd Centre's core outcomes and activities; our funding situation; and our role within the sector supporting children with hearing loss
- Have the core business skills of: proactive communication; responsiveness; basic computer literacy; commitment to ongoing business improvement; and commitment to ongoing skills improvement

AREAS OF COMPETANCIES AND KNOWLEDGE:

- Excellent research, analytical, and organisational skills are essential
- Motivation and drive with strong time-management
- Strong attention to detail
- Ability to successfully work on multiple, simultaneous projects
- Experience using excel, word processing, online databases and other online sources to locate data and information

- Ability to work well under pressure and to seek and synthesize information and communicate in a compelling and succinct form
- Understanding of budgets as they relate to proposals and grants

ESSENTIAL QUALIFICATIONS, CERTIFICATES AND LICENSES:

- The following must be maintained as an essential part of the role. If they are not maintained then employment in this role will have to be terminated: Legal right to work in Australia

OTHER QUALIFICATIONS, CERTIFICATES AND LICENSES:

- none

WORKPLACE SAFETY:

- Take proactive measures to promote health and safety at the workplace & take precautions to minimise the risk of work-related injury and harm
- Adhere to The Shepherd Centre's policy and procedures.
- Notify of any hazards and incidences to whs@shepherdcentre.org.au

Name of position incumbent: _____

Signature: _____

Date: _____