



## Edmund Rice Community Services Position Description

**Title:** Grants and Tender Specialist  
**Reports to:** Business Development Manager  
**Based at:** Adelaide, Brisbane, Melbourne or Sydney  
**Employment:** Full Time, Fixed Term (3 years)  
**Award** Social, Community, Home Care and Disability Services Industry Award

### **About Us:**

Edmund Rice Community Services Ltd (ERCS) is a national not-for-profit organisation that exists to build communities where people thrive and belong. We do this by addressing social isolation, unjust structures, marginalisation, access to appropriate education and learning opportunities.

We support a number of focussed communities, that have developed specific responses to solve or improve full engagement in society for people.

Our core values are dignity, integrity, liberation and justice. We are also committed to a concept of being spirit centred. This is illustrated through reflective practice and an acknowledgement of the need for wholistic and ecological thinking as a core component of our work.

ERCS is part of a national movement for change, providing an environment for empowerment of individuals that encourages resilience, self-worth, and aspirations for the future.

### *ERCS Mission*

In the spirit of Edmund Rice, our community seeks to build authentic relationships, learning together about people's everyday experience of the world. We are ordinary people understanding that our interactions and support for each other can create extraordinary moments of change for the common good.

### **Position Purpose:**

The Grants and Tender Specialist is responsible for managing and delivering grant applications and acquittals to a high standard. The role is required to increase the success rate and number of grants the organisation applies for to enable it to move ahead with its strategic aims.

They achieve this by building long term relationships with our team, partners and funding bodies. The grants specialist is also responsible for prospecting, identifying and writing submissions for funding in order to build and strengthen fundraising sources and maximise income for the organisation's important work.

This role will proactively implement the ERCS national and state grant and tender strategy to maximise income by crafting compelling and impact-focused grants, tenders and proposals, coordinating the acquitting of funds, assisting in the management of projects and building relationships with key stakeholders, including grant and other funders.

The core functions of the role are to seek out and secure new national and state-based grants, tenders and other revenue streams through government, private and community funding bodies. To be successful in this role, you will have strong written and verbal capabilities including high level grammar and spelling, intrinsically enjoy articulating professional and compelling business cases and be able to synthesise important information succinctly. Experience in writing policy, briefing papers and submissions is also a requirement.

## Key Accountabilities and Responsibilities:

<p><b>Business Development</b></p>	<ul style="list-style-type: none"> <li>• Work in collaboration with management and services to identify key priority areas and opportunities</li> <li>• Identify potential funding opportunities which align with our programs and causes</li> <li>• Maintain a database of relevant funding opportunities</li> </ul>
<p><b>Prepare, submit and acquit grants</b></p>	<ul style="list-style-type: none"> <li>• Conduct the full process of preparing, writing, submitting and managing grant applications and proposals to strict deadlines</li> <li>• Research and prepare submissions, including costings, with a clear emphasis on how the proposal meets the objectives of the funder</li> <li>• Ensure timely submission of grant applications, application amendments, and acquittals in accordance with the funder guidelines</li> </ul>
<p><b>Operational Support and Reporting</b></p>	<ul style="list-style-type: none"> <li>• Regular and timely maintenance of grants and funder registers</li> <li>• Monthly reporting on all grants and outcomes</li> <li>• Coordination of Grants Working Group, to ensure appropriate governance, including scheduling of meetings and subsequent documentation</li> <li>• Monitoring of activities and programs funded by grants to ensure compliance with funder guidelines</li> <li>• Support content requirements for communications and engagement activity e.g. pledges newsletters, social media</li> <li>• Perform functions of financial administration and reporting to include, but not limited to: drafting budgets for tenders and grant applications, work with the finance team to jointly administer grant funds</li> <li>• On occasion you may be asked to support the preparation of tender documents</li> </ul>
<p><b>Governance</b></p>	<ul style="list-style-type: none"> <li>• Ensure all fundraising practices comply with ERCS's policies and are compliant with relevant national and state data protection and privacy regulations</li> <li>• Adhere to fundraising best practice</li> <li>• Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct and mandatory reporting (child safety)</li> <li>• Foster a culture where risks are identified and appropriately managed</li> <li>• Report areas of serious risk to next level manager and work together to mitigate those risks</li> <li>• Understand sector reform and support change within procedures and processes, advising of required changes to improve performance and client outcomes</li> </ul>
<p><b>Finance and record management</b></p>	<ul style="list-style-type: none"> <li>• Responsible for all reporting and electronic filing/documentation</li> <li>• Ensure accuracy in all forms of reporting, and provision in a timely manner</li> <li>• Ensure accurate and current records are maintained</li> </ul>

## Organisational Accountabilities and Responsibilities

<p><b>Operate as a Team Member</b></p>	<ul style="list-style-type: none"> <li>• Contribute to the efficient and effective functioning of the team in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance and support to team members and personnel of ERCS, and undertaking other key responsibilities or activities as directed by the ERCS Operations Manager.</li> <li>• Communicate with personnel internal and external to team to ensure understanding of distribution of workload and awareness of timeframes.</li> <li>• Collaborate with personnel both internal and external to ERCS as required.</li> </ul>
<p><b>Diversity</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate a commitment to the value of diversity by being open to the perspective of others and being courteous and respectful.</li> </ul>

<p><b>Work Health and Safety</b></p>	<ul style="list-style-type: none"> <li>• Be proactive in caring for the health and safety of all people working within ERCS and visiting our organisation.</li> <li>• Proactively ensure all appropriate actions are taken to implement the WHS policies, procedures, training and legislative requirements.</li> <li>• Actively participate in training, report hazards and speak up when behaviour is not acceptable.</li> </ul>
<p><b>Safeguarding of Children and Vulnerable Adults</b></p>	<ul style="list-style-type: none"> <li>• At all times act within the organisation’s Child and Vulnerable Adults policies, code of conduct and procedures and commit to the fostering of a culture of safety and care for the protection of children and vulnerable adults and a zero-tolerance approach to any abuse.</li> <li>• Ensure all relevant legislative and regulatory requirements are met including undertaking screening for suitability to work with children, youth and vulnerable people.</li> <li>• If working with children, demonstrate an understanding of children’s development needs and culturally safe practices.</li> <li>• Follow procedures in relation to identifying and reporting child abuse.</li> <li>• Participate in ongoing Child safety training and supervision.</li> </ul>
<p><b>Risk and Governance</b></p>	<ul style="list-style-type: none"> <li>• Operate in line with ERCS policies, code of conduct, ethics and values.</li> <li>• Raise awareness of the ERCS policies, code of conduct, ethics and values with staff and volunteers.</li> <li>• Actively participate in training and report risks.</li> <li>• Alert the LAC and appropriate relevant local authorities to matters that arise out of conduct at camps which are or may be, of adverse consequence to the health and safety of clients, staff, volunteers, and visitors</li> </ul>
<p><b>Continuous Improvement</b></p>	<ul style="list-style-type: none"> <li>• Apply quality management and continuous improvement processes to all activities and programs in Queensland.</li> <li>• ERCS recognises that the skills and knowledge of its employees are critical to the success of the organisation. Hence, ERCS: <ul style="list-style-type: none"> <li>○ Encourages continuous improvement through educational and formation channels</li> <li>○ Expects personnel to participate in activities including performance reviews, training and formation initiatives that lead to continuous improvement, professional development and a deeper understanding of the values of ERCS.</li> </ul> </li> </ul>

**Essential Selection Criteria**

Qualifications and Experience:

- Relevant tertiary qualification and/or equivalent experience
- Excellent track record in identifying funding opportunities, organising information, writing and submitting state and national grant and tender applications and acquitting grants
- Demonstrated ability to craft compelling and effective propositions, policy, briefing papers and submissions
- 3-5 years’ work experience in grant and tender writing in the community services sector. Child and Youth and/or not-for-profit organisations preferred
- Versed in the required grant/tender response elements including impact, outcomes and program logics and possess a thorough working knowledge of program budgeting
- Have existing relationships with relevant grant and funding bodies
- Are an active organiser with drive to see projects to their completion

Competencies and Skills:

- Ability to work successfully with a spirit based and values driven organisation
- An appreciation of and commitment to the mission and values of ERCS
- Ability to work from a systems theory, strengths based, trauma informed and community-based service model
- Capacity to work with organisations and people across different contexts and cultures
- Compliance with statutory and organisation policy in respect to Child Safety and Safeguarding
- Proficiency in research and problem solving
- Proficient in the use of Microsoft Office applications, record keeping, research and administration
- Demonstrated organisational and time management skills with proven ability to consistently plan workload, prioritise tasks, meet deadlines and adapt to changing circumstances
- Positive results in partnership management and networks with relevant internal and external stakeholders
- Positive results in developing and sustaining partnerships and collaborations to leverage expertise – internally and externally

**Authority Limits:**

All actions undertaken and expenses incurred must follow and be in accordance with the Employer’s policies and procedural requirements. ERCS has a Delegations Policy

*The Employer reserves the right to vary this position description in response to its changing needs.*

**Statement by the Employer:**

The information detailed above is an accurate statement of the responsibilities/accountabilities of this position.

Signature: .....

Name: .....

Date.....

**Agreed by the Employee:**

The below signed acknowledges that the Employee has read the above position description and understands and accepts the responsibilities/accountabilities of this position.

Signature: .....

Name: .....

Date:.....

*ERCS is a child safe organisation, committed to the protection of children and vulnerable adults and has zero tolerance of any abuse. All staff must be compliant with the ERCS COVID Vaccination Policy and booster doses*