

ADRA Australia

Grant Funding Coordinator

Commitment: Full-time

Location: Wahroonga, Sydney



About the role

We are seeking a dedicated and experienced Grant Funding Coordinator to enhance the growth and effectiveness of the ADRA Australia National Program Unit. In this role, you will identify grant and funding opportunities, research for grants and write compelling proposals. You will also lead program improvement initiatives, design impactful projects, and train and support National Programs staff to ensure our initiatives meet the highest standards of quality and effectiveness.

Key responsibilities include applying for grants, building staff capacity in grant writing and managing projects. The ideal candidate will have proven experience in project management, strategic planning, and confidence in data management across various software programs. This role is crucial to advancing our mission and achieving our program goals.

You will embody ADRA's values of Connected, Courageous, and Compassionate in all interactions, working efficiently, accurately, and professionally to provide exceptional support to the National Programs team.

You must have the legal right to live and work in Australia at time of application.

The Job Description for the role and the Employment Application Form are included at the end of this document.

About ADRA Australia

The Adventist Development and Relief Agency (ADRA) is the official humanitarian agency of the Seventh-day Adventist Church. As part of the global ADRA network which reaches into more than 118 countries, we are motivated by our faith, to enable people and communities in Australia, New Zealand, the South Pacific, Asia and Africa to improve their health and livelihoods and assist people to prepare for and recover from disasters around the world.

ADRA Australia holds full accreditation with the Australian Government Department of Foreign Affairs and Trade (DFAT) and is a member of the Australian Council for International Development (ACFID) and the Australian Council for Social Services (ACOSS).

Our Values - We conduct our work by being:

Connected - working collaboratively for the best outcome for those living in poverty or distress.

Courageous - persevering through challenging situations.

Compassionate – empathising with the communities we work with and with each other.

About the National Programs Teams

The Grant Funding Coordinator is appointed by ADRA Australia ADCOM and reports to the National Programs Director.

The National Programs team works collaboratively with the following ADRA Australia teams:

- Emergency Management
- Finance/IT
- International Programs
- People and Culture
- Supporter Engagement

Selection Criteria

Essential

1. **Commitment to ADRA's Mission:** A strong dedication to ADRA's purpose, including a commitment to achieving the organization's overall strategy and priorities, with a consistent demonstration of ADRA's values and desired team culture in all aspects of work.
2. **Alignment with Christian Ethos:** Willingness to work within a Christian framework, with conduct that respects the beliefs and practices of the Seventh-day Adventist Church, both in the workplace and when representing ADRA Australia.
3. **Grant Writing and Program Development:** Proven experience in grant writing and management, with a track record of designing and developing impactful community programs.
4. **Relevant Qualifications and Experience:** A diploma or degree in a related field, combined with a minimum of two years' experience in project management.
5. **Research and Analytical Skills:** Proficiency in conducting program research and using data to inform decision-making processes.
6. **Interpersonal and Communication Skills:** Demonstrated ability to connect with individuals from diverse backgrounds and ages, with effective communication skills.
7. **Data Management Proficiency:** Confidence in managing data across various software platforms, with a strong emphasis on accuracy and maintaining confidentiality.
8. **Adaptability and Resilience:** Ability to adapt to changing circumstances and perform effectively under pressure.
9. **Organizational and Time Management Skills:** Proven ability to manage tasks efficiently, with strong organizational and time management capabilities.

Desirable

1. Proven ability to contribute to the continuous improvement of processes and procedures that are fit-for-purpose, and compliance with overarching protocols.
2. Prior experience working within non-profit or faith-based organizations, especially in a similar role.

Key Competencies

- **Writing & Reporting**
Writes clearly, succinctly and correctly; Writes convincingly in an engaging and expressive manner; Avoids the unnecessary use of jargon or complicated language; Writes in a well-structured and logical way; Structures information to meet the needs and understanding of the intended audience.
- **Creating & Innovating**
Produces new ideas, approaches or insights; Creates innovative products or designs; Produces a range of solutions to problems; Seeks opportunities for organisational improvement; Devises effective change initiatives.

- **Relating & Networking**
Establishes good relationships with colleagues; Builds wide and effective networks of contacts inside and outside the organisation; Relates well to people at all levels; Uses humour appropriately to enhance relationships with others.
- **Formulating Strategies and Concepts**
Works strategically to realise organisational goals; Sets and develops strategies; Identifies and develops positive and compelling visions of the organisation's future potential; Takes account of a wide range of issues across, and related to, the organisation.

Other Requirements

- At the time of application, the successful applicant will already have the legal right to live and work in Australia.
- Commitment to abide by the ADRA Australia Code of Conduct and organisational policies and procedures. A copy of relevant policies is available on request.
- ADRA Australia takes the prevention of sexual misconduct, harassment and child safeguarding seriously and screens applicants for suitability. The successful applicant will be required to obtain a police check for each country in which the individual has lived for 12 months or longer over the last five years, and for the individual's country of citizenship (including dual citizenship holders). The successful applicant will need to provide their consent to a criminal record check. ADRA Australia recognises that in limited instances it may prove impossible to obtain a reliable criminal record check. In such circumstances a statutory declaration outlining efforts made to obtain a foreign police check, and disclosing any charges and spent convictions may be accepted.
- Applicants will be requested to disclose whether or not they have had a substantiated Sexual Exploitation Abuse or Harassment claim of any nature made against them in Australia or overseas. This is included in the Job Application Form.
- The names of all applicants who are interviewed will be screened against a database/s of persons representing a heightened risk including the Adsafe* database.

How to Apply

To apply, candidates should address the selection criteria in their application letter providing examples of past experiences and qualifications. There is no closing date, however we will be interviewing suitable candidates as they apply. Please forward your application letter, resume and the Employment Application form, along with the names of three work related referees to: HR@adra.org.au

If you have questions or need further information, please contact:

Gianina Coutts – Human Resources Coordinator for ADRA Australia,
Phone +61 2 9473 9525 or email: HR@adra.org.au

ADRA Australia is an inclusive and Equal Employment Opportunity (EEO) employer.

The appointing body reserves the right to fill this position at its discretion and to close applications early.

See Job Description and Employment application forms following.



Position Title:	Grant Funding Coordinator
Department:	National Programs (NP)
Reports To:	National Programs Director
Team Supervision:	N/A

Full / Part Time:	Full Time
Revised Date:	September, 2024

Purpose of Position: A basic statement that describes the intent of the position.

The role of the ADRA Grant Funding Coordinator includes supporting the growth and effectiveness of the ADRA Australia National Program Unit through strengthening programming, proposal writing support and project design and training and supporting NP staff..

Behavioural Expectations: Our code of Conduct - How we do things in our organisation that underpins our values.

ADRA Australia Code of Conduct and related policies including Work Health and Safety.

Key Competencies: The competencies, qualifications, skills and experience the person needs to do the role successfully.

This role requires related diploma/degree with at least two years' of proven experience in project management and/or related experience in the Not-for-Profit Sector, proposal writing skills, planning and organisation, demonstrated ability to relate well to people of various backgrounds and ages, as well as be confident in data management using various software programs.

ADRA Competency Framework: 4.1 Writing and Reporting, 5.2 Creating & Innovating, 3.1 Relating & Networking, 5.3 Formulating Strategies & Concepts

Key Responsibilities: The things that the person needs to be responsible for to successfully fulfil the obligations of this position.

Area of Responsibility Groupings or areas of responsibility	Actions / Tasks / Objectives What has to get done in this area	Measures of Success / KPI's How job performance will be measured
GRANT FUNDING SUPPORT	- Provide support to Conference ADRA Directors/Regional Managers (CAD/RM's) in grant writing and proposal writing - Submit funding applications for and manage large-scale program initiatives (Eg Federal, nation-wide initiatives) - Assist in the tracking and processing of all grants and proposals and manage funding database - Create "off the shelf" initiatives for use across Australia in areas of Food Security and Psycho-social Support (PSS)	- CAD/RM's share that they receive prompt and regular assistance with grant writing - Assist NP Staff with a minimum of 12 local funding submissions each year 10% increase in grant success rate each year - Minimum of 3 federal/large-scale grant applications submitted annually - All current grants are successfully recorded and reporting/acquittal timeframes met - NP staff share that they have been supported in project design. - Minimum of 2 "off the shelf" initiatives created within 12 months
PROGRAM DEVELOPMENT	- Develop and manage ADRA's Indigenous Community Program/s - Conduct basic research on National program Activities/trends - Research past and current ADRA programs and external similar programs and analyse effectiveness. Make recommendations to National Programs Director on development initiatives.	- Indigenous Community Program running successfully and achieving key targets. - Minimum 3 significant recommendations provided annually to improve the national program.

	• Ensure that Strategic Planning focus points relating to Program Development are actioned. • Provide/facilitate capacity building trainings for NP staff focussed on strengthening programmatic capabilities • Ensure National Programs documents are stored on Sharepoint. • Frequent communication with NP Staff	• Program development-related strategic goal tracking document is always maintained and achieving milestones. • Internal program review conducted every third year • Minimum 2 team trainings provided each year • Minimum 1 research project completed each year • Monthly 30min calls with Conference ADRA Directors/Regional Managers
OTHER DUTIES AS ASSIGNED BY SUPERVISOR	• Other duties as assigned by National Program Director as needed/applicable.	• Other duties performed within given timeframe

Employee Signature:		Supervisor(s) Signature(s):		Date: / /
Print Employee Name:		Print Supervisor Name:		

Employment Application Form

Title		First Name		Last Name	
Current Address: (Street, Town, State, Post Code, Country)					
Phone No.	Home		Mobile		Work
Email				Gender	
Position applying for:					
GENERAL					Type in "Yes" or "No" or an appropriate comment
1. Are you ALREADY legally entitled to live and work in Australia? If you are not an Australian citizen, please provide your visa details.					
If the response to Question 1 is No, we are unable to consider your application and there is no need to proceed any further.					
2. What prompted you to apply for this role? Why would you like to work for ADRA?					
3. Do you have any illnesses or injuries which may affect your ability to perform the essential requirements of the job for which you have applied? If yes, please provide details below:					
SAFEGUARDING					
4. ADRA Australia's strict safeguarding policies aim to help protect children, young people and vulnerable adults. In line with these policies are you willing to undergo a police check, a working with children check and be screened through Adsafes*?					
5. Do you have any convictions or charges related to child abuse? If yes, please provide details below:					
6. ADRA Australia has a zero tolerance to Sexual Exploitation and Harassment. Do you have any convictions or charges related to sexual abuse or harassment of any nature made against you in Australia or overseas? If you have responded "Yes", please provide details below:					
ADRA AS PART OF THE SEVENTH-DAY ADVENTIST CHURCH					
7. Have you ever worked for ADRA or any other entity of the Seventh-day Adventist Church in Australia or overseas under your current name or another name? If yes, please provide details of your last position below:					
8. Do you have any relatives currently employed by the Seventh-day Adventist Church? (We need to check any conflicts of interest.) If the answer is Yes, please list their names and places of employment below.					
Name		Place of Work			
9. Are you a practising Seventh-day Adventist? (If you are not an SDA, this does not exclude you from applying for the position).					

Being employed by ADRA Australia, which is part of the Seventh-day Adventist Church, involves understanding, representing and being committed to the Church's mission and lifestyle in your professional life. (Our code of conduct policy is available on request.) Please respond to the following two questions.

10. Do you understand the Church's lifestyle values? (These include abstinence from tobacco, alcohol, recreational drug use, immoral, illegal conduct, etc.)	
11. If you are employed by ADRA Australia, are you happy to reflect its purpose and values in your work and adhere to its lifestyle values in your professional life?	

I understand, agree and declare that:

1. If required by ADRA Australia I will undertake a pre-employment medical screening by an ADRA designated practitioner who shall pass completed details of the examination to ADRA (Refer Point 3).
2. If required by ADRA, I will produce documentary evidence relevant to this application e.g. identification, work visa, evidence of my qualifications, etc.
3. Any statement made by me in this document which is found to be deliberately misleading shall render me, if employed, liable to dismissal.
4. The Terms and Conditions of my employment shall be in accordance with:
 - (a) Any applicable State or Federal Laws.
 - (b) The appropriate Industrial Award and/or church policy.

Signature	Date

**Adsafe has been established by the Seventh-day Adventist Church as a service and resource to assist local Churches and Denominational Entities to protect children and vulnerable adults, to comply with applicable legislation and to develop denominational policy.*