



bestchance is the operating name of Child & Family Care Network Inc.

Position Description

1. Position details	
Position title:	Grants Officer
Reports to:	Philanthropy Manager
Location:	bestchance 583 Ferntree Gully Road, Glen Waverley
Program:	Donations and Fundraising

2. Approvals	
Contact Manager:	Philanthropy Manager
Approved by:	General Manager, Education and Training
Date:	March 2021

3. Organisation Context
<p>bestchance Child Family Care is an independent, not-for-profit, community organisation located in Glen Waverley.</p> <p>bestchance adopts an innovative and holistic approach to assisting young children and families by integrating a range of specialist family oriented educational and welfare community services at the one complex.</p> <p>bestchance has zero tolerance of child abuse, and as such all staff are required to report to the up-line manager all instances of alleged or disclosed child abuse.</p> <p>The range of programs delivered include Family Day Care, Kindergarten, Child Care, Early Childhood Intervention, Parent and Child Support, Training, Community Support and Cheshire, an independent, primary school for children with social, emotional and behavioural difficulties. These programs recognise that the early years of a child's life are the most formative and influential and we strive to adhere to the principles of 'best practice'. This commitment ensures that families are, at all times, respected as the experts on their children and supported in an environment that is strength based and family centred.</p> <p>bestchance also works in partnership with families in managing a number of kindergartens under its Early Years Management Program.</p> <p>Refer www.bestchance.org.au for further information about bestchance Child Family Care and bestchance Training.</p> <p>bestchance is a child safe and equal opportunity employer, and all work places are smoke free environments</p>

4. Child Safe Standards
<p>bestchance confirms the commitment of all bestchance employees, volunteers, Family Day Care Educators and contractors to ensure a safe environment for all children:-</p> <ul style="list-style-type: none">• bestchance is committed to the safety and wellbeing of all children;• bestchance has a zero tolerance of child abuse;• we support children's right to safety; and• will act without hesitation to ensure a child safe environment is maintained. <p>It is mandatory for any Teachers registered to teach or who have permission to teach pursuant to the Education and Training Reform Act 2006 (Vic), Principals of government and non-government schools, registered medical practitioners, nurses and all members of the police force to report physical and/or sexual</p>

abuse against children. Any adult is mandated to report sexual offences against a child under the age of 16. It is a criminal offence for all adults who fail to disclose child sexual abuse to police. The new offence (27/10/2014) applies to all adults, not just those mandated to report.

All bestchance employees, volunteers, Family Day Care Educators and contractors must abide by the following:-

- Child Safe Policy and Procedure
- Child Safety Code of Conduct
- Child Protection Policy
- Reportable Conduct Scheme Policy (where required)

5. Position purpose

About the role:

The Grants Officer is responsible for coordinating the accurate and timely submission of grant applications. You will be the first point of contact for potential funders and will build relationships to ensure the right project match to their social impact goals. Through a collaborative process with program experts you will coordinate the development of content and submission of high quality applications. After the success of your applications, you will keep in touch with project stakeholders, report the progress and the final acquittal to the trust/foundation or corporate partner. The Grants Officer is also responsible for researching funding opportunities with charitable trusts, government and/or public bodies and maintaining all relevant grant information.

6. Key Result Areas (KRAs) and Key Responsibilities (KRs)

(Describes the major area of responsibility or activity, which is the focus of performance in this position.)

Key Result Areas

1. Grant Writing
 - a. Support in the copywriting of cover letters, grant applications, tenders, financial budgets, award submissions and reports to support business development, fundraising and public relations initiatives within the organisation
 - b. Engage and build relationships with program staff who are actively seeking grants or tenders for pilot projects, equipment, research and capacity building
 - c. Build relationships and work collaboratively with philanthropic bodies and other government bodies to ensure eligibility for funding and grants is identified and applications coordinated in a timely manner
 - d. Develop, implement and maintain system and processes to ensure the effective coordination of accessing funding and once obtained, funding is used in accordance with funding agreement
2. Processing and Administration
 - a. Coordinate the process of identification, application, submitting and monitoring grant applications and acquittals
 - b. Forecast application opportunities and communicate with program leads on upcoming opportunities
 - c. Monitor and coordinate the timely submission of reporting an acquittals
 - d. Work with program teams to ensure communication requirements and timelines are met.
 - e. Prepare monthly reports on grant activities so that progress against targets are measured and variations to budget identified to manage shortfalls

Key Responsibilities

1. Teamwork and collaboration
 - a. Work with colleagues across the range of bestchance Child Family Care services in a spirit of co-operation to maintain and continuously improve the standard of all services
 - b. Contribute to an atmosphere of trust and professional respect through an attitude of openness, tolerance, constructive conflict resolution processes and maintenance of confidentiality.
 - c. Attend staff meetings and any professional training sessions identified by the General Manager

- d. Work as part of an integrated professional team, ensuring close liaison with and contribution to all team members, other teams within bestchance, as well as funding bodies as appropriate
2. Self-Development
 - Maintain relevant knowledge of:
 - a. Philanthropic, fundraising and donation trends.
 - b. Government Initiatives and policies
 - c. The regional and state employment and training markets
 - d. Undertake additional training as required to perform the role
 3. Financial Management:
 - a. Ensure effective business development, financial viability and growth of the department.
 - b. Lead and where applicable assist in the preparation of submissions for funding to external agencies.
 4. Meet Legislative and Organisation Requirements
 - a. bestchance Child Family Care Policy and Procedures, as it applies to fundraising and grants
 - b. bestchance strategic plan
 - c. Provide program reports outlining financial and program performance as required to the General Manager Education & Training.
 5. Risk Management
 - a. Work within all bestchance Child Family Care Policy and Procedures
 - b. Respond to concerns in a timely manner and refer significant and / or unresolved issues to the CEO and General Manager
 - c. Partner with Finance and Programs managers to track grant expenditure is in accordance with funding agreement so that existing and potential sources of funding are safeguarded
 - d. Maintain a professional approach to work ensuring standards of performance reflect the bestchance philosophy, policies and procedures and ensures confidentiality in all aspects of practice
 - e. Follows all bestchance policies and procedures in relation to Occupational Health and Safety, Confidentiality and Child Abuse Prevention
 6. Occupational Health & Safety
 - a. Ensure duty of care, including welfare, health and safety to all departmental staff in the workplace.
 - b. Liaise with the OH&S representative to instigate training where necessary to assist staff members to improve their understanding of their current OH&S responsibilities in maintaining a safe workplace
 - c. Liaise with the OH&S representative in following up any OH&S incident investigations.
 7. When needed or directed, undertake additional duties and/or provide assistance and general support to other positions consistent with the role previously described.

May be responsible for supervising and/or supporting a volunteer who is assisting in the program

7. Qualifications and Experience

- Recent relevant experience in related roles
- Satisfactory current Police Records Check and a current Working with Children Check
- Current Victorian Drivers Licence

8. Key Selection Criteria

Essential

- Strong administrative and coordination skills
- Relevant experience working in a similar charity/NFP environment carrying out similar fundraising activities, as listed above

- Experience in using CRM/fundraising software packages
- Demonstrated ability to maintain positive and sensitive relationships with the philanthropic sector

Desirable

- Attention to detail with excellent writing and editing ability
- Program or Sector knowledge relating to Early Childhood, Community Services and/or Training

9. Position Dimensions

Number of direct reports	0
Internal Liaisons	Program Managers and teams, Service Development Manager, and Donations and Fundraising Team.

10. bestchance People Principles

All staff, contractors and volunteers, and students on placement are required to adopt the following minimum standards in their work practices:

- behave honestly and with integrity
- treat people with dignity and respect
- work in a holistic and collaborative manner
- respect authority and the law and act accordingly
- use the resources of **bestchance** responsibly and in the best interests of the organisation and it's reputation
- be responsible for their actions and accountable for their consequences
- uphold the People Principles/Code of Conduct and the Child Safety Code of Conduct

I acknowledge receipt of a copy of this Position Description as an enclosure with **bestchance's** letter of offer.

Name: _____

Signed: _____ Dated: _____