



## VACANCY

### Assistant Tenders, Grants and Fundraising Officer

Do you want to work in one of Australia's leading organisations providing treatment and rehabilitation to torture and trauma survivors; that's quality focused, diverse & committed to making a difference in the lives of vulnerable people in communities?

Come & join us!

#### The Organisation

"STARTTS is a not-for-profit Affiliated Health Organisation focused on providing a broad range of services to refugees in NSW. The focus of STARTTS approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community and cultural strengths."

#### The Role

This position is responsible for support of STARTTS tender and funding submission writing under the direction of the Senior Tenders, Grants and Fundraising Officer.

**Position No:** 1114-2

**Closing date:** Friday 19 August 2022

**Enquiries:** Arran Saunders on 02 9646 6666

**Work Type:** Full-time; 38 hours per week. Contract up to 30 June 2023 (Continuation subject to ongoing funding)

**Location:** Auburn NSW

**Salary:** Health Education Officer, or other relevant classification based on qualifications, experience and requirements of the role under the NSW Health Awards. A generous salary packaging scheme is also offered to reduce the taxable income and increase the take home pay.

#### Skills and Qualifications Required

##### **Essential:**

1. Tertiary qualifications in community development, social work, social sciences or significant experience in the field.
2. Demonstrated knowledge, experience and understanding of the grant and tender writing process.
3. Demonstrated ability to relate, engage and work with diverse stakeholders.
4. Demonstrated research, analytical and time management skills
5. Excellent oral, written and interpersonal communication skills and proficiency in the use of Microsoft Office and ability to work independently and as part of a multidisciplinary team within a multicultural environment.
6. Understanding of the effects of torture and trauma on individuals, families, and communities and its impact on resettlement in Australian context.
7. Knowledge of the Australian non-profit sector and available funding sources.
8. Current NSW Driver's Licence.

##### **Desirable:**

1. Experience in working with newly-arrived refugee communities.
2. Bi-lingual in a community language relevant to refugee communities living in NSW.



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\*This position is not considered child-related employment and will require a National Police Check.

### COVID -19 REQUIREMENTS

\*In line with the Public Health Order, all STARTTS workers are considered Health Workers and are required to be vaccinated against COVID-19. In order to be eligible for consideration for employment with STARTTS, all recruits must provide evidence of vaccination against COVID-19, or alternatively provide a Medical Contraindication in the approved form which complies with the requirements of the Public Health Order, prior to appointment. Should you not be able to comply before your commencement date, the offer of employment may be withdrawn.

### HOW TO APPLY

To be considered for this position, please ensure you address the selection criteria as thoroughly as possible.

1. Complete a [STARTTS Application for Employment Form](#)
2. Write a **Statement Against the Selection Criteria** outlining how you meet the selection criteria (see the guide "[How to apply for a job at STARTTS](#)")
3. Submit an up-to-date **Curriculum Vitae (CV)**
4. Provide copies of relevant Qualifications if applicable (overseas qualification must be assessed by an appropriate Australian body to be considered)
5. Statements of Service from previous relevant roles (if applicable, please ask us for a sample)
6. A cover letter is optional.
7. Email your application and supporting documents to: [STTS-Jobs@health.nsw.gov.au](mailto:STTS-Jobs@health.nsw.gov.au)

**NB:** Depending on the role, if appointed, you may need a current 'NSW Working With Children Check' clearance, follow this link for information on how to apply for your check: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/paid-workers>