



POSITION DESCRIPTION

STARTTS is committed to Equal Employment Opportunity (EEO) and anti-discrimination policies.

POSITION NUMBER: 1114-2

Date reviewed/created: July 2022

POSITION TITLE: Assistant Tenders, Grants and Fundraising Officer

TEAM: Community Services

LOCATION: Auburn

AGREEMENT: "NSW (Non-Declared) Affiliated Health Organisations' Health Employees Agreement 2019".

CLASSIFICATION: Health Education Officer, or other relevant classification based on qualifications, experience and requirements of the role.

A generous salary packaging scheme is also offered.

PERIOD OF APPRAISAL: Performance will be assessed within 3 months of commencement and a 6 month probationary/qualifying period will also apply.

Background to STARTTS

STARTTS is a state-wide service funded by the NSW Department of Health and Commonwealth Department of Health to provide high quality assessment, treatment and rehabilitation services to people living in NSW who have experienced organised violence or trauma associated with the refugee experience. STARTTS is an Affiliated Health Organisation (AHO), a Non-Government Organisation whose services are deemed to be part of the NSW public health system.

STARTTS' service provision philosophy is predicated on a bio-psycho-social framework that incorporates a large range of clinical and psycho-social interventions informed by the latest advances in neuroscience and evidence based practice in relevant fields. As such, STARTTS provides a broad range of services including assessment; counselling for all age groups; psychiatric assessment and interventions; family therapy; group interventions; body-focused interventions such as massage, physiotherapy, acupuncture and pain management groups; support groups; programs for children and youth; and various strategies to increase the capacity of support networks and refugee communities to sustain their members.

The focus of the 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.

Background to the Program Area of the position

The Community Services Team covers a wide range of services for refugee individuals, families and communities. The team is managed by the Community Services Coordinator and it consists of 7 smaller teams (School Liaison, Youth, Community Development, Rural and Regional Community Development, My Language Team, CLSR and FICT) and the following positions: Witness to War staff, CD Evaluation Officers; Grants, Tenders and Fundraising Officer; CiCT Project Officers Community Cultural Development Officer, LGBTIQ+ Project Officers, and CD Policy Officers. The Community Services Team is integral to the STARTTS systemic approach to recovery of torture and trauma survivors.

ORGANISATIONAL RELATIONSHIPS:

1. Responsible to: Senior Tenders, Grants and Fundraising Officer
2. Responsible for: Nil

SELECTION CRITERIA:

Essential Criteria:

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 Criteria:

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

*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.

BRIEF DESCRIPTION OF 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.

PRIMARY OBJECTIVES:

1. To support the preparation and writing of tender documents and other funding related proposals for appropriate projects.
2. To develop thorough understanding of STARTTS work and projects that may require external funding.
3. To conduct research on funding sources corresponding to STARTTS identified needs.
4. To maintain record of funding submissions written, results, feedback and acquittal requirements and deadlines.
5. To support Senior Tenders, Grants and Fundraising Officer with funding documentation and acquittal requirements.

PRIMARY DUTIES:

1. Routine

- 1.1. Undertake training in working with torture and trauma survivors, if required.
- 1.2. Research and collate information about funding sources available.
- 1.3. Support preparation of funding submissions and tender documents for identified projects in a timely and efficient manner. This may include research, gathering information and documents from various stakeholders and drafting of submissions and tenders to be reviewed by the Senior Grants, Tenders and Fundraising Officer.
- 1.4. Support preparation of relevant complex tender responses and funding submissions by following up input from all relevant STARTTS staff.
- 1.5. Follow up on various elements of contract execution process including gathering necessary documentation and signatures.
- 1.6. Engage in contact with funding bodies as instructed by the Senior Grants, Tenders and Fundraising Officer.
- 1.7. Keep records of all funding submissions, results of those submissions and acquittal details.
- 1.8. Support acquittals where required by gathering information, research, follow-up on relevant STARTTS staff and drafting reports.
- 1.9. Support Direct Services staff writing smaller funding submissions.
- 1.10. Assist in the evaluation and effectiveness of the service provided.
- 1.11. Document own work.

2. Reporting

- 2.1. Prepare reports on services relating to areas of work as required.
- 2.2. Supply statistical information and maintain records.
- 2.3. Provide bi-monthly reports.

3. Quality Assurance

- 3.1. Actively participate in Quality Assurance activities undertaken by STARTTS.

4. Personnel

- 4.1. Participate in STARTTS Performance Management program and in the development of an annual Work Plan.
- 4.2. Be an active participant in team meetings to maximise contribution to the work of the team
- 4.3. Participate in STARTTS staff meetings, team meetings and other relevant meetings
- 4.4. Work to ensure professional and co-operative working relationships within own team and with other departments across STARTTS.
- 4.5. Participate in identifying quality improvement initiatives/strategies.
- 4.6. Attend and participate in all training opportunities identified for the role.
- 4.7. Liaise with and seek senior advice as required.

5. As a STARTTS employee you are expected to:

- Have commitment to Human Rights, EEO, WHS and Safe Work Practices.
- Carry out the role and responsibilities in a manner that is consistent with delegations, policies, procedures and operations systems of STARTTS and in line with STARTTS Code of Conduct.

- Maintain confidentiality and exercise discretion in relation to all STARTTS matters.
- Actively seek to improve skills and knowledge that will benefit the organisation.
- Project a professional image at all times and in all situations.
- Undertake any other duties that may be required within the area of work.

Equal Employment Opportunity and Staff Relationships:

- STARTTS is an Equal Employment Opportunity (EEO) employer and encompasses its philosophy and practice.
- STARTTS rejects racism and sexism in all its forms and is committed to the elimination of racial and gender discrimination including direct and indirect racism and sexism, racial vilification, and harassment.

STARTTS Workplace Policies

You must observe and comply with the provisions set out in any and all written policy, practice or procedure of STARTTS. A breach of STARTTS' policies, practices and procedures may result in disciplinary action up to and including termination of your employment.

Work Health & Safety responsibilities:

- Comply with STARTTS WHS policies and procedures.
- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report to your Supervisor any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work.

Risk management responsibilities: All staff have a responsibility to identify any risks (i.e. the chance of something happening that will have an impact on the objectives of the organisation) in the course of their work and to inform their supervisor, as per the *STARTTS Risk Management Policy and Program*.

Smoke-free Workplace

STARTTS is completely smoke-free. This means that smoking is not allowed in any STARTTS' buildings, vehicles or grounds, there are no designated smoking areas. As an employee you are required to comply with the 'Non-smoking' Policy.

I have read the **Assistant Tenders, Grants and Fundraising Officer** Position Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with STARTTS' policies and procedures and can be required to work in any location under the jurisdiction of STARTTS.

I also agree to strictly observe STARTTS' policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

Employee Name: _____
Please print

Employee Signature: _____ **Date:** _____

CHIEF EXECUTIVE OFFICER: Jorge Aroche

Signature: _____ **Date:** _____

Next position description review due: July 2024