

POSITION DESCRIPTION

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| Position: | Grant Coordinator |
| Reports To: | Executive Manager, Government, Corporate Relations and Growth |
| Direct Reports: | N/A |
| Status: | Full time / On-going (flexible arrangements available) |
| Location: | East Melbourne/Hybrid. |
| Grade: | SCHADS Level 6 base based on experience + super + salary packaging+ additional weeks leave + annual leave loading 17.5% |

ORGANISATION BACKGROUND

inTouch delivers integrated and culturally responsive services to migrant and refugee women experiencing family violence. We offer a continuum of support, including culturally informed early intervention, case management, family and migration law assistance, men's behaviour change programs, and evidence-based policy and advocacy work. Additionally, we focus on enhanced capacity-building across the sector.

Our services are expanding to build on our work with communities, establishing family violence prevention and early intervention programs through direct engagement with individuals, families, community organisations and service providers. These efforts are bolstered by our *inLanguage*, *inCulture* delivery model and a workforce largely comprised of migrants and refugees, ensuring culturally nuanced, expert support in over 20 languages.

For over 40 years, inTouch has assisted more than 20,000 women and continues collaborating with partners to empower women, children, and families to thrive and achieve their full potential for a fulfilling life.

inTouch's 2022-2025 Strategic Plan [here](#).

POSITION SUMMARY

The Grants Coordinator will play a key role supporting the expansion and growth of inTouch's service and program delivery to support migrant and refugee women experiencing family violence. The position will be integral to inTouch's goal of working towards financial sustainability and growing new revenue opportunities.

Reporting to the Executive Manager, Government, Corporate Relations and Growth, this role will be responsible for developing an organisational grant strategy and all aspects of grant management across the organisation. The Grants Coordinator is tasked with sourcing grant funding opportunities, writing funding applications and reports and managing grant contracts.

The Grant Coordinator will work closely with Executive Managers and service delivery teams to understand and reflect the needs of the organisation in all grant applications and reporting requirements. The position will be the key contact and relationship manager with funders for delivery of grant funded programs.

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We offer a competitive salary and benefits, including flexible work arrangements and an inclusive working environment.

KEY RELATIONSHIPS

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| Internal | Maintain strong, collaborative relationships with all program and service delivery staff, including leadership, finance, and NOOR Survivor-Advocates to ensure cohesive team dynamics and an effective, client-centred approach to grant management. |
| External | Cultivate and sustain productive relationships with a broad network of stakeholders, including external funders such as philanthropic foundations, government agencies, academic institutions, and other funding partners. Engage with these groups to enhance program delivery and secure resources and support necessary for achieving strategic goals. |

POSITION ACCOUNTABILITIES

Strategic grant management

- **Business development** – Development and management of a grant-seeking strategy, including annual pipeline and database of prospective funders.
- **Grant research and identification** - Conduct thorough research to identify potential grant opportunities from government agencies, foundations, and other funding sources. Stay informed about trends and changes in grant making policies and priorities.
- **Proposal development** - Collaborate with program staff to gather information and develop compelling grant proposals. Write, edit, and submit high-quality grant applications that align with the organisation's strategic goals and priorities.
- **Grant management and compliance** - Oversee the administration of awarded grants, ensuring compliance with all funding requirements and guidelines. Maintain accurate and organised records of grant activities, budgets, and reports. Collaborate with other team members on administrative, evaluation, and acquittal requirements. Ensure that formal project reporting is consistent and includes risk management, budget allocation, resourcing, and delivery methods.
- **Reporting and evaluation** - Prepare and submit timely and accurate reports to funders, detailing progress, outcomes, and financial expenditures. Work with program staff to evaluate the effectiveness of funded programs and ensure measurable impact.
- **Relationship building** - cultivate and maintain relationships with current and potential funders. Represent the organisation at meetings and other events to enhance visibility and networking opportunities.
- **Capacity building** - Provide training and support to staff on grant writing, management, and reporting processes. Develop resources and tools to improve grant application success rates and compliance.

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Team Leadership and Culture

- **Culture Building** - foster an inclusive, supportive environment that encourages innovation, accountability, and continuous improvement.
- **Operational Leadership** - align team efforts with organisational goals and program objectives, ensuring effective cross-departmental collaboration.

Other Responsibilities

As assigned - undertake additional tasks as directed by the Executive Manager or CEO, which may vary based on organisational needs and priorities.

KEY SELECTION CRITERIA

Essential

- 3+ years prior experience in successfully managing a diverse grants portfolio.
- Demonstrated understanding of culturally sensitive practices and of the unique challenges faced by multicultural communities.
- Demonstrated capacity to develop and maintain systems to manage dynamic work priorities, reporting and analysis of trends and results.
- Demonstrated high level written communication skills and ability to communicate in various writing styles, including experience in the preparation of funding submissions.
- Excellent oral communication and presentation skills.
- Proven interpersonal skills, ability to collaborate effectively and develop good working relationships with both internal and external stakeholders.
- Demonstrated ability to achieve income targets.
- Sound financial management skills and experience in developing program budgets.
- Significant understanding of monitoring and evaluation frameworks, practices and impact reporting.
- Expert knowledge of and experience in project management.

Desirable

- Tertiary qualification in Community Development, Business, Public Administration or related field.
- Ability to speak a language in addition to English.

Personal Attributes

- High ethical standards and alignment to inTouch values, acting with integrity and maintaining confidentiality.
- A change agent, with a commitment to continuous improvement and innovation.
- Solutions-focused with a curious mind and a natural problem-solving ability.
- Pro-active and accountable, leading with emotional intelligence and the ability to provide constructive feedback and have sensitive discussions.
- Highly organised, detail oriented and outcomes driven.

SPECIFIC RESTRICTIONS/CONDITIONS

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- Incumbent will on occasions and in consultation, be expected to conducted work outside normal business hours.
- Must be physically capable to carry out administrative duties, including extended periods of computer use.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in day to day work in order to meet the organisation’s audit, contract and registration obligations.
- Proactively apply specialist knowledge in the review and maintenance of inTouch policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

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