



## **Position Description: Grants Officer, I CAN Network**

### **Purpose, I CAN Network:**

The I CAN Network is Australia's first social enterprise established by people on the Autism Spectrum. We are driving a rethink of Autism, from 'I Can't' to 'I CAN'. Our purpose is to inspire a confident 'I CAN' attitude in the hearts and minds of young Australians on the Autism Spectrum and the people around them. Together we inspire everyday people with 'AWEtism' so that everyone benefits from the 'I CAN' self-belief.

### **Position Details:**

**Please note that the Grants Officer position is voluntary.** However, there is scope for the reimbursement of costs incurred in the carrying out of crucial functions.

**The successful incumbent will require a Working With Children & National Police Check** prior to commencement in compliance with the Victorian Government's Child Safe Standards.

### **How to Apply?**

Please apply in writing to [opportunities@icannetwork.com.au](mailto:opportunities@icannetwork.com.au) with 'Grants Officer application' in the subject title by with the following:

- A cover letter addressing the position's core responsibilities and why you are so passionate about I CAN's cause
- A current curriculum vitae (CV), which includes the names and contact details of at least three referees (preferably including a current or previous supervisor)
- Evidence of holding, or applying for a Working With Children Check and Police Check
- Completed of **Grants Officer Exercise** (see I CAN Network – Current Opportunities page attachment)

**Closing date for applications: Midnight on Sunday the 9th of October, 2016**



**Position of Grants Officer:**

Key position information		Date updated: 19/09/2016	
Title: Grants Officer, I CAN Network		Position reports to: Director - Partners	
Primary purpose:		Interests:	Capabilities:
<p>The primary purpose of the Grants Officer role will be to identify, capture and maintain additional grant based funding to support I CAN's goals and programs.</p> <p>You will also be responsible for managing a database of funding opportunities to streamline future applications. There is also an element of this role that will entail advising stream directors on available or potential funding opportunities and suggesting ways to increase their programs attractiveness to funders.</p>		<ul style="list-style-type: none"> <li>● Passion for youth</li> <li>● Passion for AWEtism</li> <li>● Belief in I CAN Network</li> <li>● Interest in Fundraising</li> </ul>	<ul style="list-style-type: none"> <li>● Ability to work independently and in a team environment</li> <li>● Strong, professional writing skills</li> <li>● Organised - able to work flexibly</li> <li>● Experience with grant, tender or EOI writing.</li> <li>● Listening &amp; communication skills</li> <li>● Knowledge of grant processes and reporting requirements</li> </ul>
Responsibilities		Tasks	
Identifying and applying for grant based funding opportunities.		<ul style="list-style-type: none"> <li>● Checking grant sites and newsletters often to maintain currency.</li> <li>● Liaising with friendly organisations to identify opportunities to apply for funding in partnership.</li> <li>● Coordinating with Core Enablers to link opportunities to projects.</li> <li>● Maintaining oversight of all grant and tender applications involving the organisation.</li> <li>● Attending fortnightly Workshop meetings and advising the team on current opportunities.</li> </ul>	
Maintaining a comprehensive funding database.		<ul style="list-style-type: none"> <li>● Maintaining a database of identified funding opportunities on the team's Google drive.</li> <li>● Encouraging stream leaders to link their teams with the database.</li> </ul>	
Advising program directors on data output from impact data.		<ul style="list-style-type: none"> <li>● Attending fortnightly Workshop meetings</li> <li>● Working with the Program Advisor and the evaluation team to ensure that the program evaluation collection produces data that is useful as grants evidence.</li> </ul>	



<p><b>Collaborate with team members to prepare grant and tender applications.</b></p>	<ul style="list-style-type: none"> <li>● Taking ownership of the grants application process</li> <li>● Working with adhoc project teams to ensure the best quality grant application is compiled and sent on time.</li> <li>● Providing advice to team members who are working on other projects of fundraising related applications.</li> </ul>
<p><b>Supporting Regional Managers with grant opportunities</b></p>	<ul style="list-style-type: none"> <li>● Advising regional I CAN staff upon request about available funding opportunities</li> <li>● Supporting regional managers with active grant applications and providing advice.</li> <li>● Ensuring that regional managers are aware of, and using, the grants database to track their grant applications.</li> </ul>
<p><b>Working for the I CAN Network</b></p>	<ul style="list-style-type: none"> <li>● Actively promote I CAN and seek out new supporters</li> <li>● Upholding I CAN's values: we are positive, we enable, we are open, we are gutsy, we build networks, we value integrity</li> <li>● Contribute to a great team culture</li> </ul>

**Desirable Skills include, but are not limited to:**

- Experience with grant applications and funding bodies.
- Experience working with external funders and stakeholders.
- Experience with AusTender and related sites.
- Ability to work within a flexible team environment.
- Knowledge of funding processes and reporting requirements.