

About Ardoch

Ardoch is a charity that provides education support for children and young people experiencing disadvantage.

We deliver tailored education and wellbeing programs that address barriers to education by providing vital learning and wellbeing resources and activities. We develop skills in the basic foundations of education such as literacy and numeracy. We broaden horizons for children by providing access to excursions and inspiring learning experiences. We mobilise volunteers to support students in schools and early childhood centres. We advocate for change so that key issues such as inequities in Australia's education system are at the forefront.

Ardoch works with thousands of children and young people in schools and early childhood centres in Victoria, New South Wales, Queensland and Western Australia. We achieve this by linking schools, corporate organisations and communities to support programs and activities to assist schools, children and their families.

Vision	Our 2025 Vision is to be Australia's most impactful education partner supporting children in disadvantaged communities
Values	Community - we bring people together Commitment - we seek long-term solutions Collaboration - we partner for maximum impact Respect - we listen and we care Accountability - we are open, honest and responsible

Position: Grant Writer

Organisational Unit	Fundraising and Engagement Team
Tenure and Hours	1.0 FTE (0.8 FTE may be considered)
Salary	\$70-80K (FTE) per annum base plus superannuation plus access to not-for-profit salary packaging
Position Objectives	<ul style="list-style-type: none"> • Research and develop a solid pipeline of philanthropic funding targets relevant to Ardoch's work. • Relationship development and account management of supporters to ensure long-term engagement. • Produce high quality and compelling written submissions and reports for funders. • Coordination and maintenance of funding applications pipeline.
Location	Level 4/85 Queen Street, Melbourne (Note: in order to benefit from the knowledge, skill and experience within Ardoch necessary to write well-informed and tailored proposals, it is expected that this position will be largely based in our Queen Street office; some remote working may be considered for the right applicant after an initial qualifying period).
Reports to	National Fundraising and Engagement Manager
Direct Reports	None
Key Stakeholders	Internal: National Fundraising and Engagement Manager Senior Partnerships Executive National Programs Manager Programs Manager, Volunteer Programs

Benefits of working for Ardoch

- Making a difference in our community to support the learning and wellbeing of children and young people experiencing disadvantage with like-minded colleagues.
- Up to 5 days of designated gifted leave over the course of the year and a day off for your birthday.
- Flexible working arrangements can be provided in agreement with Manager. Salary packaging is available in line with current legislation - Advantage Salary Packaging manages Ardoch employee's salary packaging.
- Ardoch has a strong commitment to staff learning and development.

Position Responsibilities

Research prospective funders:

- Identify and research prospective funders (Trusts and Foundations and Private Ancillary Fund) to add to the Pipeline.
- Make initial approaches to relevant targets in consultation with the National Fundraising and Engagement Manager and CEO.
- Ensure information about funders is recorded effectively on the database.

Develop high-quality written submissions and reports for funders:

- Draft persuasive and engaging submissions that meet funders' criteria.
- Work closely with other staff at Ardoch to research and develop content for submission and reports.
- Complete reports for funders, including compiling content from evaluations, surveys and story collection.
- Support verbal pitches undertaken by the National Fundraising and Engagement Manager and/or the CEO through the preparation of Powerpoint presentations and/or other summary material.

Coordination of philanthropy program:

- Monitor and record all key submissions dates.
- Liaise with key stakeholders to ensure relevant content is available as needed.
- Provide reports in the pipeline to inform management.
- Work closely with the National Fundraising and Engagement Manager to evaluate the philanthropic program to implement continuous improvement to support Ardoch's growth.
- Contribute to the Fundraising and Engagement business plan and provide reports as needed.

Other duties as negotiated.

Key Selection Criteria

Ardoch's selection process considers applicants' capabilities, behaviours and skills in order to assess suitability for the role.

Ardoch's Leadership Capability Framework is designed to support Ardoch to achieve its 2025 Strategy by identifying the capabilities needed to replicate, scale, grow and have impact. The Framework directly supports and reinforces Ardoch values.

Ardoch recognises that to be successful in our mission-focused environment, it is essential for all staff to develop and display leadership skills within the context of their role and sphere of influence.

The Framework contains eight (8) key *capabilities and behaviours* that are expected to be demonstrated at all levels across all roles. These are:

- ★ **Stakeholder Centricity** – We proactively seek to understand the needs and goals of all our stakeholders and look for mutually beneficial solutions.
- ★ **Collaboration** – We actively seek the opinions of others to collect diverse perspectives and capitalise on our collective strengths.
- ★ **Project Leadership** – We set ourselves up for success by ensuring we execute in a planned and structured manner.
- ★ **Business Acumen** – We look for opportunities to maximise the benefits of every dollar spent.

- ★ **Drive for Results** – We stay focused and remain accountable for following through on our commitments.
- ★ **Curiosity** – We constantly look for improvements, in all that we do, and challenge the status quo.
- ★ **Strategic Thinking** – We take the time to ensure our decisions, big and small, support our goals.
- ★ **Resilience** – We individually and collectively create a working environment that allows us to work through challenges.

In addition, this position requires the applicant to demonstrate the following *skills*:

Essential:

It is essential that applicants can demonstrate:

- An understanding of, and commitment to, the work of Ardoch.
- Strong research and writing skills.
- Experience working in communications/writing.
- Strong verbal communication skills.
- Strong influencing skills.
- Ability to build and maintain strong professional relationships.
- Understanding of the philanthropic grant making sector.
- Ability to develop budgets.
- High level of computer skills, including the Microsoft Office suite, especially Word, Excel and PowerPoint.

Desirable:

- Relevant tertiary qualifications.
- Experience writing submissions and reports to funders.
- Project management experience.

Terms and Conditions of the Employment:

- Uphold Ardoch’s Vision, Purpose and Values.
- Compliance with Ardoch’s Code of Conduct, policies and procedures.
- Work to support the enhancement of Ardoch profile through excellence in program development, communication and service provision.
- Attend and participate in regular supervision, relevant training in line with Learning and Development plan, and Ardoch meetings and functions as required.
- Undertake all reasonable tasks as directed.
- Please note disclosure of any pre-existing illness or injury which could reasonably be foreseen to be affected by the work duties described is a requirement. According to the Accident Compensation Act, failure to disclose will result in compensation not being paid for that condition.

Employment Prerequisites

- Ardoch seeks to prevent the risk of exposing children and young people to inappropriate persons and takes all reasonable steps to facilitate and maintain a safe environment for children and all participants in our service. A successful Working With Children Check and Criminal History Check are required.
- All employees are responsible for obtaining a Working with Children Check and maintaining its validity.

How to Apply:

To apply, please send:

1. A detailed response of no more than 2 pages, regarding the **Essential Key Selection Criteria**.
2. Your current resume along with three references. (*Referees will not be contacted without the applicant being advised*).

Email: recruitment@ardoch.org.au

Applications close: 5 pm on Monday, 26th July 2021

For further information, please contact **Kim Berry** at kim.berry@ardoch.org.au or 9537 2414

Ardoch is an Equal Opportunity Employer and Indigenous Australians, people with a disability, people who identify as LBQTI or are from a culturally and linguistically diverse background are encouraged to apply. Please contact us at recruitment@ardoch.org.au or on (03) 9537 2414 if you have any accessibility requirements that we can assist with.