



Robinson Reserve Neighbourhood House

ABN: 33 220 574 847

104A Reynard St Coburg, VIC 3058

www.rrnh.org.au

Ph: 9386 7128 Fax: 9386 0728

Email: coordinator@rrnh.org.au, admin@rrnh.org.au

Grant Writer

Position Description

Employer: Robinson Reserve Neighbourhood House Incorporated (RRNH)

Location: 104a Reynard St Coburg 3058

Role structure: Minimum of 4 hours per week, preferably for team meeting from 1pm-4pm on a Tuesday. Hours can be flexible, and working from home is acceptable.

Collective Agreement and Conditions of Employment: RRNH is a signatory to the Neighbourhood Houses and Adult Community Education Centres Agreement 2016.

Organisation Overview

Robinson Reserve Neighbourhood House was established in 1988. The organisation operates autonomously as an Incorporated Non-profit Association and is governed by a Committee of Management (CoM). RRNH is a respectful, inclusive and welcoming local 'hub' space empowering growth, sharing, learning, fun and togetherness. In partnership with other organisations, we create local opportunities and encourage initiatives which enhance resilience, connectedness and well-being for people in our community.

RRNH provides a wide range of services both at the neighbourhood house and, at times, elsewhere in the neighbourhood. These include (but are not limited to) programs or projects in: adult community education, personal health (e.g. Pilates), participation through volunteering, social inclusion, job readiness, support for pre-school children and their families (especially through community and agency playgroups), music and song, community art, foreign languages, local sustainability, community resilience and skill sharing, self-help, advocacy and social activity to reduce isolation.

Context for this Position

Working in a small team, this role will consist of drafting grants and managing the donations for RRNH's forthcoming community projects and events. Your objective will be to assist the Neighbourhood House Coordinator and Team to identify donor resources, raise funds, and write proposals for long-term resource sustainability to deliver local community services and projects. The RRNH Grant Writer will be someone seeking an opportunity to utilise your effective communication skills for the betterment of local community. You are passionate about taking new challenges and love to work in a team environment on different projects and events to empower resilient, inclusive forms of local community.

Organisational Relationships

Reports to: House Coordinator

22 July 2016



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Key Responsibilities

- Collaborate with RRNH staff and other partner organisation to prepare grant submission for approval by the house coordinator & committee of management.
- Assist the project team in concept notes, project ideas and project proposal & ensure their timely submission.
- Create & maintain appropriate spreadsheets & documents in support of grant expenses.
- Access online grant search services to identify and match grant opportunities to project.
- Understanding of institutional history and programs.
- Maintain current records including grant tracking and reporting.
- Undertake independent research to support project grant submission.
- Assist with tracking and management of online donations to support key project recovery.

Required Skills and Attributes:

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Ability to amend proposal-writing results by evaluating and redesigning processes, approach, coordination and implementing changes
- Strong organizational skills and editing skills
- Knowledge of fundraising information sources
- Ability to work well under tight deadlines and effectively interact with a wide range of personnel
- Computer and internet proficiency and presentation skills are essential
- Analytical Skill & Interpersonal skills

Additional information

This job is a great way to get connected with emerging, local, community initiatives in the northern suburbs. It will provide a rare opportunity to better understand community empowerment in practice amongst diverse communities and to develop your community empowerment skills, as well as offering an opportunity to learn from diverse community members about different approaches to addressing community participation, social equity, cultural richness and sustainability.

- This role gives you an opportunity to prove and develop yourself in the areas of:
 - Community Engagement and Empowerment
 - Development of personable communication skills
 - Leadership and Project Development
 - Working in a community oriented not-for-profit organisation

22 July 2016



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Required Attachments to Accompany a Volunteering Request

Please send your resume with your application to admin@rrnh.org.au

Reporting Coordinator:

Lucy Eames - Robinson Reserve Neighbourhood House Coordinator

22 July 2016