

POSITION (JOB) DESCRIPTION FORM

Document Title: Position (Job) Description Form	Date Adopted: 11 March 2021
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We want our volunteers to have the 'best fit' in our organization. Answers to the following questions will provide us with the necessary information to assist us in choosing the best possible position for you.

Organisation Details:

Organisation Name: Dr Edward Koch Foundation	
Contact Person: Dulcie Bird	Position: Chief Executive Officer
Email: dulcie.bird@kochfoundation.org.au	Phone/Mobile: 0409 765 305

Position Details:

Position Name (Title):	Grant/Submission Writer		
Position Type	Tick	Commitment	Tick
• General volunteer role		• One off – An event	
• Skilled volunteer role	✓	• Regular – Less than 6mths	
• Event/Group volunteer day		• Regular – Greater than 6mths	✓
• Micro-volunteering task		• One off – A few hours	
Short Description:	Skilled and experienced grant/submission writer required. Hours to be negotiated.		
Long Description:	<p>Responsibilities: Gain a complete understanding of the Foundation's programs, goals and financial needs Prepare, apply a persuasive writing style and produce successful grant submissions for funding applications Keep in contact with each grant-making organization to check on the progress of the grant applied for Submit progress reports, if requested, to any grant-making organization that has funded a program</p> <p>Comply with and utilise contemporary human resource management requirements and practices including workplace health and safety, equal employment opportunity and anti-discrimination policies Perform other duties that may be required from time to time as directed by the Chief Executive Officer – Dr Edward Koch Foundation</p> <p>Skills required: Previous grant submission, including research experience High standard of grammar and research skills Ability to decipher complicated instructions and grant guidelines Excellent organisational and communication skills Ability to meet tight deadlines Prefer a degree in Communications or relevant qualifications in creative writing</p> <p>Preferred volunteer attributes: Outgoing disposition and well-groomed Tact, diplomacy, confidentiality and discretion in dealing with staff and public are important The applicant should be able to exercise initiative and work unsupervised</p>		
Working Environment:	Alone and works with others		
Training	Orientation, Skill Session Training, On-the-job, MHFA (Mental Health First Aid) Course		
Skills to be Gained by the volunteer	Computer skills; teamwork; time management, problem solving		
Position Location:	4 Melaleuca Street, Manunda 4870		