



Position Title: Funding and Grants Researcher (Volunteer)

Date Posted: October 2017

Department: Resource Mobilisation

Responsible to: Director & Community Engagement Coordinator

Location: Level 6, 20 Otter Street (Melbourne Polytechnic building), Collingwood

Start Date: Immediately

Hours per week: 8 hours per week, office-based, Wednesdays & Mondays or Fridays, 6-month minimum commitment

Background

Diaspora Action Australia (formerly Humanitarian Crisis Hub) works in Australia with people from countries affected by war and conflict who promote the human rights of people in their countries of origin. We support diaspora community initiatives; provide resources, information and training; facilitate dialogue and shared learning; build networks; and seek to amplify community voices at local, national and international levels. The groups and organizations we support contribute to peacebuilding, raise awareness of human-rights issues, contribute their skills, passion and money to set up vital services such as schools and health centres, and they urge the international community to sit up and take notice of what is happening in war-torn countries. Diaspora Action Australia (DAA) is the only organisation in Australia specifically dedicated to supporting these initiatives.

Diaspora Action Australia was founded in 2008 and is independent of political or religious affiliation. In 2011 we were awarded the ACFID Sir Ron Wilson Human Rights Award for outstanding contribution to human rights in the international development sector, and in 2012 received an Award of Excellence from the Victorian Multicultural Commission.

We are committed to community development principles and a rights-based approach. We are committed to protecting the rights of all children to live safely, free from exploitation and/or abuse, and to keeping children safe and ensuring that our activities and programs do no harm to children, and as such all staff and volunteers are required to sign and comply with our Child Protection policy.

Purpose of Role:

The purpose of this role is to search and identify appropriate grants that align with DAA's strategic goals and support our work, as well as contribute to grant writing and conduct background research to provide the evidence for the grants. The researcher works within the Resource Mobilisation Team, liaising with the Director and the Community Engagement Coordinator to refine project ideas and develop high quality applications. The role also includes administrative duties including: convening team meetings, setting the agenda and taking minutes, managing the team email account, and keeping team files organised and up to date.

Key Responsibilities:

- a) Conduct research into available grants and other funding opportunities and maintain current grant descriptions
- b) Conduct background research to provide the evidence for the grants.
- c) Manage the grants application process and update grant schedule weekly
- d) Seek information from funding bodies (philanthropic trusts, government departments, local councils etc), community groups and potential project partners
- e) Liaise with the Community Coordinator to develop project plans in preparation for grant applications
- f) Take part in preparing Resource Mobilisation team work plans
- g) Participate in the weekly Resource Mobilisation team meetings, including creating agendas, recording and distributing minutes on rotation
- h) Together with the other RM team members, manage the team files and email account
- i) Other related duties as delegated

Key Selection Criteria:

- a) Graduate degree or continuing graduate program in Humanities, Social Science, International Development, Law, or related field
- b) Grant writing experience preferred
- c) Strong research skills
- d) Ability to work within tight deadlines
- e) Excellent written and verbal communication skills
- f) Proficient computer skills: Microsoft Office Suite & 365, excel and google docs
- g) Ability to work independently and within a team environment
- h) Must be resourceful and able to think creatively
- i) Knowledge/experience of human rights, international development, conflict areas or related fields highly desirable
- j) Ability to communicate effectively with people from a diverse range of cultural backgrounds
- k) Must be available for meetings on Wednesdays and some Fridays
- l) Understanding of and commitment to Diaspora Action Australia's philosophy, principles and objectives

People of diverse cultural and linguistic backgrounds are encouraged to apply. We welcome applications from refugees and migrants from countries experiencing conflict/humanitarian crises, international students, and people with disabilities.

What volunteers gain from their experience with Diaspora Action Australia:

- useful work experience & training with a respected NGO (non-government organisation) that can be added to your resume
- future references for volunteers who complete six months with the organisation
- a full induction and a supportive and friendly working environment
- reimbursement towards travel expenses (i.e. Myki fares)
- regular team meetings and free workshops according to availability
- dedicated Volunteer Coordinator to support volunteers
- coffee, tea, and biscuits!

Please send a resume and a cover letter addressing the above criteria to humanresources@diasporaaction.org.au. Only applicants addressing all of the above criteria will be contacted.