

# WayAhead Job Recruitment Kit

## Grant Writer

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### Section 1: Job Advertisement

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#### The Opportunity:

The Grant Writer is a new role reporting to the Head of Promotion & Communications and part of our small but innovative Promotion & Communications team. As a for-purpose charity, funding through grants is an important part of WayAhead's overall strategy to support its promotion and advocacy activities and its support services to consumers.

#### About the Role:

The Grant Writer will play a key role in securing grant funding for WayAhead. Employing first-rate research skills and attention to detail, the Grant Writer will author a range of grant proposals for government, private companies, trusts, and foundations. The Grant Writer will build and maintain excellent relationships with internal and external stakeholders, including funding bodies.

The Grant Writer will author acquittal reports for successful grants and collaboratively work within a small tight knit communications team.

## About you:

We're looking for an organised, self-motivated individual with excellent writing skills. You should have strong time management skills, and the ability to prioritise urgent tasks whilst meeting deadlines.

If you have experience in grant writing and a broad knowledge of mental health as a discipline or of the sector, then we want you to join our team, and help develop our mental health programs and promotion. Specific experience in mental health program design or delivery will be an advantage.

## What you'll get:

- A permanent part-time position (3-days per week) with a competitive salary:
  - Social, Community, Home Care & Disability Services Award Level 3 Pay Point 1 plus Super on-top.
  - Option to avail of Salary Packaging to increase take home salary.
- Additional days-off, above Award Leave, provided at the end of the year.
- Flexible working arrangements such as flexible start/finish times, the ability to accrue time-in-lieu and working from home.
- A workplace wellbeing program including membership of Uprise Wellbeing and EAP services and regular wellbeing events.
- Opportunity to work at Collective Purpose, a workspace shared by five like-minded community managed organisations.
- City-location with modern offices including standing desks, a small garden, close to light rail, bus stops and cafes.

## What to do next:

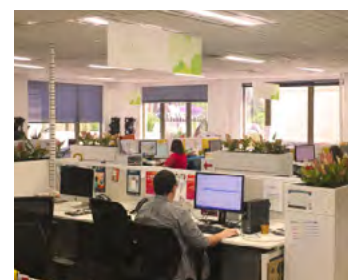
Self-assess your experience and skills for the role against the Position Description in **Section 3** and follow the application guidelines outlined in **Section 4** of this Recruitment Kit.

## Section 2: About WayAhead

### What we do:

WayAhead (formerly known as Mental Health Association NSW) is a non-government organisation working toward a vision for a society that understands, values, and actively supports the best possible mental health and wellbeing for all people.

WayAhead provides information, support and education to people who are affected by mental illness, or who seek to improve their emotional wellbeing. With the support of our board, staff, members, volunteers and students, we strive for a community that embraces and maintains the best possible mental health and wellbeing for all people. We work towards a society free from prejudice and discrimination against people living with mental illness.



## How we work for better mental health:

We work towards better mental health and wellbeing through:

- The co-ordination of mental health promotion activities such as Mental Health Month NSW, Perinatal Depression and Anxiety Awareness Week.
- Free anxiety support groups throughout NSW
- The provision of mental health information – the WayAhead Directory, mental health factsheets and phone line service.
- Education seminars such as or Understanding Anxiety Forums and Professional Development Workshops – for people living with a mental health condition, the public and health care professionals.
- Small Steps workshops for parents and school teachers to raise awareness and improve recognition of anxiety disorders in children.
- The WayAhead Workplaces Wellbeing Program for community, Government and corporate workplaces.

## How we do what we do:

Our programs are funded by the NSW Ministry of Health as well as other agencies, private donations and bequests.

We are a non-government, community-based organisation and registered charity with QIC accreditation. We are a member of the Mental Health Coordinating Council.



## Section 3: Position Description

<b>Organisation</b>	WayAhead
<b>Title</b>	<b>Grant Writer</b>
<b>Employment type</b>	Permanent, Part Time
<b>Hours</b>	3 days per week / 7.6 hours per day
<b>Salary grade and classification</b>	SCHCADS Award: Level 3 PP1
<b>Reports to</b>	Head of Promotion & Communications
<b>Direct reports</b>	None
<b>Location</b>	Suite 2.02 Building C, 33 Saunders Street, Pyrmont, 2009 or from home (as agreed)

### The Purpose of the role:

The Grant Writer plays a key role in applying for and securing funds through grants for WayAhead. As WayAhead is a for purpose charity, we rely heavily on funding through grants, from Government, companies, trusts and foundations. The purpose of the Grants Writer position is to secure grants income through research and authoring grant proposals for programs within WayAhead.

The Grants Writer will also be expected to provide acquittal reports for successful grants, form and maintain relationships with funding bodies, as well as work cohesively and collaboratively within a small tight knit team.

### Duties and Responsibilities:

#### Submitting Quality Grant Proposals

- Devise and utilise a grants calendar to select appropriate grants that provide the best chance for approval.
- Research funding organisations to ensure effective grant proposals; including thorough scrutiny of funding criteria, grant eligibility and previously funded projects, as well as the ability to effectively match a WayAhead project or program with the funding body in a way that addresses their values and meets individual funder needs.
- Author succinct and professional grant proposals that align with the values and projects of WayAhead.

## Build and Maintain Relationships with Funders

- Build, maintain and improve relations with previous and current funders through emails, phone calls, in-person meetings and WayAhead events.
- Provide accurate and timely acquittal reports and evaluations to funders for successful grant proposals.
- Proactively forge relations with potential funders for upcoming grants.
- Maintain professional and respectful behaviour consistent with WayAhead values and building trusted respected working relationships with stakeholders.

## Working as part of a tight-knit team

- Regular meetings with Program Manager's and Leads (PMLs) to discuss upcoming grants via phone or in-person as required.
- Working collaboratively with the WayAhead operations to ensure quality and consistency of grant submissions and budgets.
- Provide grant proposal drafts to Manager and PMLs prior to submission and be open to constructive critique.

## Other Duties

- Writing content that promotes WayAhead, and that assist the Mental Health Promotion and Communications as capacity allows.
- Researching and recommending alternate fundraising streams.
- Applying on behalf of WayAhead for awards and competitions.
- Become familiar with the WayAhead's strategy, plans, programs, purpose, and core values.
- Build an intimate knowledge of WayAhead's potential projects and funding opportunities.
- Other responsibilities and tasks as they are required, and within the skills and capacity of this role.

## General Duties

- Contribute to WayAhead's wellbeing culture through engagement in wellbeing activities (individual or group) and through engaging with suitable opportunities for continued skill or knowledge development in support of program activities.
- Promote a team spirit and communicate effectively and professionally with fellow employees, management, consumers, members, suppliers and service providers.
- Actively engage in debriefing, supervision or training as advised by your Manager
- Actively foster and build relationships, both internal and external to enhance learning and collaboration.

## General Duties contd.

- Participate in regular team meetings and other WayAhead meetings
- Represent the views of WayAhead at external meetings as required
- Promote awareness of the benefits of WayAhead membership and encourage people to be involved in its activities

## Governance, Risk, Behaviour & Conduct

- Act in accordance with WayAhead Policy, Procedure and Values.
- Act in accordance with the principles of consumer empowerment and inclusion.

## Occupational, Health & Safety

- Take reasonable care at all times for your own health and safety and that of others who may be affected by their conduct.
- Take responsibility at all times to maintain a safe and healthy work environment.

## Section 4: Recruitment Process Instructions

### 1. Your Application:

- **Selection Criteria:** apply by email with:
  - i. your CV/resume and;
  - ii. a cover letter (not more than 2 pages) answering **each of the Essential Selection Criteria:**
    1. **Note:** In order to progress your application, you must clearly answer the Essential Selection Criteria.
    2. **Note:** Answer the desirable selection criteria where you feel they can enhance your application.
- **Pre-screen:** Please answer the following in your Cover Letter.
  - i. I can provide evidence of up-to-date COVID Vaccine Immunisation.
  - ii. I am willing to undergo a National Police Check.
  - iii. I am eligible to work in Australia.

### 2. Essential selection criteria:

- 2 years + experience in end-to-end grant research, application and acquittal report writing .
  - Include *three* examples of successful grant applications.
- Demonstrated ability, using examples, of working to a high-level of attention to detail and accuracy.
- Demonstrated ability, using examples, to prioritise and execute a diverse range of administrative tasks to a high standard and to deadlines.
- Demonstrated ability to work independently, take initiative and collaborate to gather necessary information for grant research, application and acquittal.
- Strong interpersonal skills, including building effective relationships and creative problem solving.
- Proven skills in MS Office suite as well as knowledge of CRM systems such as Salesforce.

### 3. Desired selection criteria:

- Experience presenting to donors, partners, funders and corporates.
- Broad knowledge of mental health as a discipline and the sector, with experience in mental health program design or delivery an advantage.
- Lived experience of mental ill-health or as a carer of someone with mental ill-health.



### 3. The Process:

- Applications to be submitted by email to Human Resources using the subject line: **WayAhead - Grant Writer**
- **Closing date:** Applications ***assessed as they are submitted*** so early applications are strongly advised.
  - » **Applications will be assessed as they are received, with interview and selection made before the closing date** as appropriate. Please apply as soon as possible.
  - » Applications will close at 12.00 noon on May 18th or if the role is filled earlier.
- Applications and questions can be addressed to [HR.Support@wayahead.org.au](mailto:HR.Support@wayahead.org.au)
- All applications will be acknowledged by email.
- Selected applicants will be invited to attend an interview either online or in-person.
- Please note, references provided by the selected applicants will be checked if an offer is being considered.
- If a candidate accepts an offer then they will need to:
  - » submit an up-to-date COVID Vaccination Certificate prior to starting in the role.
  - » submit evidence of eligibility or valid visa to work in Australia prior to starting in the role.
  - » undergo a Australian National Police Check within 3 weeks of starting in order to continue in employment.
  - » submit evidence of Education or Skill Qualifications (if requested), that were used as part of their application.
- All unsuccessful interviewed applicants will be notified, as soon as possible after the recruitment process is completed.

**WayAhead supports diversity and is an equal opportunity employer.**

**WayAhead promotes an informal, welcoming and friendly atmosphere.**