

Position: Grant and Report writer

Type: Fixed Term 3 months Full Time contract (with potential to extend)

Location: WFH, east coast preferred

Remuneration: \$60,000 p.a + super

Do you have a proven track record in preparing compelling grant applications and impact reports for government and philanthropic organisations?

We are seeking a talented individual to join us to demonstrate Generation Australia's impact to our funders. In this role you will prepare persuasive grant applications for government and philanthropic funders, and funder reports that capture our impact in an accurate and engaging way. You will also help identify and assess new funding opportunities. You will report to the Funding & Grants Manager to ensure GA is able to put our best foot forward for the most relevant grant opportunities, and maintain excellent funder relationships by delivering high quality reports on time. You will work closely with many different team members to source data and program updates for grant applications and reports. From time to time you will also support the Communications and Marketing Manager on learner storytelling, and website, press and social media materials. The initial contract is for 3 months but with the potential to extend beyond this initial period.

ABOUT YOU

You are energised at the thought of making an impact through your work and are able to work autonomously while also being able to work effectively with others to source the information you need. You have experience preparing Government and Philanthropic grant reports and applying for Government and Philanthropic funding. You have excellent written and verbal communication skills and the ability to communicate our impact to funders in a compelling and effective manner. You have outstanding interpersonal skills and understand how to craft a message for your audience. You are results driven, detail oriented and comfortable working independently to a given brief. You have strong management and organisation skills, with the demonstrated ability to manage multiple priorities and deadlines simultaneously. Most importantly, you believe that everyone deserves the opportunity to have a meaningful, sustainable career.

WHAT YOU'LL DO:

- Prepare and deliver funder reports and grant applications on time, including collecting all necessary evidence and relevant information from our systems and your colleagues
- Support with learner interviews and write up stories, and with drafting and reviewing website, press and social media copy
- Help identify relevant government and philanthropic grant opportunities that will support Generation to meet our strategic and funding goals
- Work with a great team on scaling our impact

WHY JOIN US

- Work on and be a driving force for a rapidly scaling organisation in an innovative environment
- Contribute to an important social mission in Australia, improving education and employment opportunities
- Join an organisation that will invest in your professional development on an on-going basis
- Be a part of an organisation with a strong commitment to Diversity, Equity and Inclusion

ABOUT GENERATION

At Generation Australia, we transform education to employment systems to prepare, place, and support people into life-changing careers that would otherwise be inaccessible. Through our programs, young people and adults of all ages and backgrounds—whether unemployed, underemployed, or at demonstrable risk of becoming unemployed — can successfully gain employment in a career-building role for which they have passion. Using our unique 7-step methodology, we offer 4-15 week bootcamps in sectors with known talent shortages to people who have faced significant barriers to employment like youth, women, and people with CALD backgrounds. Our programs are designed to remove barriers that may limit a student's ability to successfully complete the program and gain employment. To date, our unique methodology has served over 67,000 people globally as well as 1,400+ people in Australia. Importantly, 80% of graduates secure employment within 6 months.

Generation Australia is committed to a more diverse, equitable and inclusive workplace. You are welcome to submit your application in whatever form you are most comfortable with; written, video, audio etc. Please send your application to auscareers@generation.org with the job title as the subject line.