



## **GRANTS TRAINEESHIP**

### **18 MONTH CONTRACT - GRADUATE OPPORTUNITY**

The [Vincent Fairfax Family Foundation](#) (VFFF) team is seeking a dynamic self-starter interested in developing a career in philanthropy or the not for profit sector. The VFFF Grants Traineeship is a full-time 18 month contract position that is the administrative hub of VFFF. This is a rare opportunity for a recent graduate to gain experience in grant making and develop an understanding of the philanthropic and not for profit sectors.

The Vincent Fairfax Family Foundation was established as a family charitable trust in 1962 and is one of Australia's leading philanthropic organisations.

This is an opportunity to join our small team in a dedicated trainee role. This role will ensure the smooth ongoing operation of the grant making process, as well as providing general administrative support to the team. This includes particular responsibility for managing the database, grantee reporting and payment processes. The Grants Trainee also takes on other tasks relating to due diligence and research as well as analysis of grants and outcomes.

The role would suit a recent graduate with a strong interest in and affinity with the not for profit sector and/or philanthropy.

Please find the position description below. To apply, please email your CV and a letter of motivation addressing the selection criteria (3 pages maximum) to [hr@cambooyaptyltd.com.au](mailto:hr@cambooyaptyltd.com.au)

Applications close Monday 15 October.

# GRANTS TRAINEE – POSITION DESCRIPTION

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## **VFFF VISION**

*In honouring our Founders' beliefs and intentions, VFFF seeks opportunities to benefit and care for Australians and our country.*

## **VFFF MISSION**

*VFFF aspires to a stronger and brighter future for people and places experiencing disadvantage, enabling them to reach their educational, social and economic potential and build thriving communities. We support a spiritually rich society that values Christian faith in action.*

## **POSITION SUMMARY**

The Vincent Fairfax Family Foundation (VFFF) Grants Traineeship is an 18-month contract position that provides an opportunity to gain experience in grantmaking and develop an understanding of the philanthropic and not-for-profit sectors. This role is the administrative hub of VFFF and will ensure the smooth ongoing operation of the grantmaking process, as well as providing general administrative support to the team. This includes particular responsibility for managing the database, grantee reporting and payment processes. The Grants Trainee also takes on other tasks relating to due diligence and research as well as analysis of grants and outcomes. This position reports to the Foundation Manager and works closely with all VFFF team members.

This unique role will suit a dynamic self-starter interested in developing a career in philanthropy or the not-for-profit sector. The VFFF Grants Traineeship was established in 2013. Previous Trainees have successfully secured roles in other philanthropic organisations at the conclusion of the VFFF Traineeship.

## **KEY RESPONSIBILITIES**

### **1 GRANTS ADMINISTRATION**

- Process grant applications including following up incomplete documentation
- Manage GIFTS Online database including creating and updating reports and templates
- Manage timelines for grants payment and reporting
- Manage administration and payment processes following Board and Committee meetings
- Manage reporting process including requesting, reviewing and following up progress and acquittal reports
- Conduct grant making analysis using the database.

### **2 TEAM SUPPORT**

- Assist with the preparation and compilation of Board papers, including preparing and presenting grant submissions and the Outcomes Report
- Maintain and update process manual
- Conduct research into issues, organisations and projects to assist with due diligence
- General administrative assistance including data entry, preparing and maintaining files and document production
- Manage ad hoc projects including grant making and outcomes research under the direction of other team members
- Assist with the preparation of VFFF events.

### **3 GRANT SEEKER SUPPORT**

- Initial point of contact for grant seeker enquiries

- Provide advice and support about VFFF funding priorities and processes to grant seekers and recipients

#### **4 COMMUNICATIONS**

- Preparation of correspondence
- Compilation of the VFFF quarterly newsletter
- VFFF website updating and maintenance
- Assist with preparation of the Annual Report
- Maintain effective communication and contact with grant seekers and recipients
- Support VFFF team relationships with the Fairfax family, Cambooya Services staff and the philanthropic and not-for-profit sectors

#### **5 EXTERNAL ENGAGEMENT**

- Engage with issues relevant to VFFF priorities and to the field of philanthropy
- Develop knowledge of and engage with philanthropy and not-for-profit sectors

#### **SELECTION CRITERIA**

- Tertiary qualifications in a relevant discipline
- Highly organised and methodical with strong attention to detail and process
- Excellent written and verbal communication skills
- Ability to liaise effectively with a variety of organisations and individuals
- Commitment to teamwork and the development of effective relationships with colleagues
- Advanced IT skills including Microsoft applications, database and website experience
- Ability to manage multiple tasks, prioritise effectively and produce high quality work within agreed timelines
- Ability to adhere to appropriate values and ethical standards in all Foundation business
- Maturity and solid judgment
- Strong research and analytical skills
- Affinity with and interest in philanthropy and/or the non-profit sector

#### **REMUNERATION**

Salary package up to \$64,000 per annum, inclusive of superannuation, commensurate with the qualifications and skills of the successful candidate.

#### **KEY DATES**

Applications close: Monday 15 October 2018

Interviews will be held from the week commencing 29 October 2018

Start Date: Monday 3 December 2018