

## Position Description

<b>Position Title:</b>	<b>Grants Specialist</b>
<b>Classification:</b>	Stream C - Specialists, Band 2

### Purpose of the Role

As our Grants Specialist you will play a key role in creating and sustaining opportunities that allow Marathon Health to realise our vision of 'enabling communities to thrive through equitable health and wellbeing.'

Within this exciting and purposeful role, you will be responsible for researching, writing, and submitting grant proposals to secure funding from government bodies, foundations, and other funding sources. This is a pivotal role within our organisation that will uncover new opportunities, collaborate with passionate people, and create compelling narratives that speak to the heart of funders and decision makers.

This is a fast-paced role that works across our business and with external stakeholders.

### Key Relationships

This position reports to the Strategic Advisor – Partnerships & Growth. They also work closely with other members of the Partnerships and Growth team, Marketing and Communications Team, General Managers, Corporate Services and Executive.

### Position Responsibilities

Responsibilities for this position include, but are not limited to:

- Identify and research potential grant opportunities from government agencies, foundations, and other funding sources that align with Marathon Health strategic goals.
- Write compelling and persuasive grant proposals that align with the funder's objectives and Marathon Health's purpose.
- Collaborate with internal teams to gather necessary information and data for proposals, including the development of budgets.
- Develop and maintain systems and processes to support the ability to respond to opportunities, track and report on activity, and identify areas for improvement.
- Provide advice and where required develop manage and maintain relationships with key stakeholders and strategic partners.
- Willingness to undertake other duties as required including contribute to the development of strategic public relations activities such as parliamentary inquiry responses, talking points, presentations and factsheets.

### Other Duties

- Demonstrate and uphold our values at all times.
- Comply with the Work Health and Safety policies and procedures at all times.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.

- Maintain a working knowledge of all equipment used in the office.
- Other duties as directed from time to time.

### Our Values

Staff are expected to demonstrate our **ICARE** values:

- I**ntegrity & Trust
- C**ollaboration & Innovation
- A**chievement & Excellence
- R**espect & Empowerment
- E**mpathy & Understanding

### Special Job Requirements

1. National Police Check with a satisfactory outcome and Working With Children Check clearance for paid work
2. Eligibility to work in Australia
3. Valid Australian Drivers Licence

### **Note:**

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfil the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you.

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

### Selection Criteria

#### **Essential**

- Experience in grant writing, or similar, preferably in the NFP sector.
- Excellent written and verbal communication skills.
- Ability to work independently and in a team environment.
- Strong research and analytical skills.
- Highly organised and detail oriented.
- Ability to manage multiple projects simultaneously to deadline.
- Strong interpersonal skills and the ability to work collaboratively with diverse teams.