

## Position Description

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

### Purpose of the Role

As the Grants Writer you will play a key role in creating and sustaining opportunities that allow Marathon Health to realise our strategic vision of ‘enabling communities to thrive through improved health and wellbeing.

This position is responsible for leading and preparing high quality funding submissions and other proposals to Government and other organisations, in partnership with key internal and external stakeholders.

Day-to-day you will identify new funding opportunities that align with Marathon Health’s priorities and work with internal and external stakeholders to research and prepare high-quality proposals and supporting documents.

This is a fast-paced role, and you will have high attention to detail. You will be a strong writer able to take technical information and develop clear communication for external funders and partners.

### Key Relationships

The Grants Writer reports to the Strategic Advisor – Partnerships & Growth. The role works closely with other members of the Partnerships and Growth team, as well as the Marketing and Communications team.

This role requires effective collaboration with colleagues across all levels of Marathon Health and the ability to build and maintain positive relationships with external stakeholders.

### Position Responsibilities

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

- working closely with key staff, funders and external partners to develop service models of care based on evidence, need and funding requirements.
- identify funding opportunities from Government and other funding bodies that align with Marathon Health’s Strategic Plan and priorities.
- research, write and submit compelling funding submissions or proposals to secure and sustain philanthropic, corporate and government investment.
- working collaboratively with the finance team to develop budgets to accompany proposals and submissions.
- use service data and outcome measures to develop and compile engaging communication pieces and impact reports

## 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

- Tertiary qualifications in communications, public relations, media writing or related field.
- Experience in grant writing, or similar, preferably in the NFP sector.
- Exceptional verbal, written and interpersonal communication skills, particularly the ability to respond to a brief succinctly and efficiently in an engaging and persuasive manner.
- Experience in working collaboratively and developing effective internal and external relationships.
- Ability to work independently and effectively within a team
- Ability to work well under pressure with strong time management and project management capabilities.