

## POSITION DESCRIPTION

---

|                        |  |
|------------------------|--|
| <b>Position Title:</b> | <b>BUSINESS DEVELOPMENT SPECIALIST</b>   |
| <b>Department:</b>     | International Program Team   |
| <b>Location:</b>       | Based in Sydney<br><br>ChildFund Australia, Sydney Office<br><i>Level 8, 162 Goulburn Street, Surry Hills</i><br><br>Regular international travel required |
| <b>Employment:</b>     | Full-time or part-time considered<br>Initial two year employment agreement, with option to extend upon mutual agreement                                    |
| <b>Reports to:</b>     | Grants Manager   |

---

### **1. ORGANISATIONAL CONTEXT**

ChildFund Australia is an independent and non-religious international development organisation that works to reduce poverty for children in developing communities. We work in partnership with children and their communities to create lasting change by supporting long-term community development, responding to humanitarian emergencies and promoting children's rights. We want every child to be able to say: "I am safe. I am educated. I am heard. I can make a difference. I have a future."

ChildFund Australia implements programs with a range of local partners in Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other Pacific nations, and manages projects delivered by partner organisations throughout Asia, Africa and the Americas. Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists more than 9 million children and families in over 50 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government's overseas aid program.

### **2. POSITION OBJECTIVES**

In coordination with the Grants Manager and ChildFund Australia Country Offices, the Business Development Specialist will support the growth of ChildFund Australia's portfolio of grant-funded projects with funding from bi-lateral and multi-lateral sources, including non-traditional funding

sources. The focus will be on grant acquisition for child protection, education, health, adolescents & youth development and disaster risk reduction (DRR) projects and technical skills or experience in at least one of these areas is preferable. The Business Development Specialist will also be required to provide donor compliance support to ChildFund Australia Country Offices as well as support proposal development with other ChildFund Alliance Country Offices in the case of funding opportunities from the Australian Government.

### **3. KEY AREAS OF RESPONSIBILITY**

Key duties of the **Business Development Specialist** include:

**(a) Work with ChildFund Australia Country Offices to support proposal development, liaising closely with donor agencies, the Country Office, and the relevant International Program staff during proposal development and submission phase.**

- Research and analyse potential new grant opportunities from bilateral and multilateral donors with a specific child protection, education, health and disaster risk reduction (DRR) focus;
- Support the Grants Manager to work together with a multi-disciplinary team from Sydney, Country Offices, and others, to coordinate the design and preparation of grant submissions including writing, editing and revising concept notes, proposals, and corresponding budgets. Where relevant, this could include support to develop emergency response proposals; and
- Identify non-traditional sources of funding (including international foundations, academia and the private sector) and support Country Offices to position themselves to diversify their funding base.

**(b) Support Country Offices to meet donor compliance requirements.**

- Support Country Offices in post-award grant management, including guidance to Country Office Project Teams on grant management and compliance issues;
- As needed, support the Country Offices to prepare high quality reports to donors on grant funded project activities, including for Australian based trusts and foundations;
- Maintain full and accurate records of each grant award; and
- As needed, support Country Offices on grant related monitoring, evaluation and learning processes.

### **4. REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS**

#### **Core Competencies**

- Commitment to ChildFund Australia's values, vision, and mission;
- Teamwork;
- Communication;
- Accountability and integrity; and
- Adaptability and flexibility.

#### **Essential Functional Competencies**

- Managing multiple activities;
- Effectively managing donor relationships; and
- Interfacing with technical donors.

### Qualifications and Experience

- Tertiary qualifications in a relevant discipline;
- Sound experience and track record of success in developing successful proposals;
- Experience in assisting in-country/grants/program staff with developing competitive proposals;
- Experience in designing and implementing monitoring, evaluation and learning tools and processes;
- Cross cultural experience in an NGO/Development context;
- Native or advanced English writing proficiency;
- Solid project management experience (planning, design, implementation, monitoring and evaluation) in an NGO setting; and
- Technical experience in child protection, education, health, adolescents & youth development or DRR is preferable.

### **5. ADDITIONAL INFORMATION**

- Regular international travel and occasional interstate travel is required.
- The successful candidate must have the current right to work in Australia.
- Permanent appointment to this position is dependent upon successful completion of a Working with Children Check and an Australian Federal Police Check.
- In this position you will be required to undertake an Australian Federal Police criminal background check at the time of commencement of employment with ChildFund and a follow-up check every 2 years or at any other time when required to do so by ChildFund.
- Adherence to ChildFund Australia policies and procedures is required.

### **6. STANDARD OCCUPATIONAL HEALTH AND SAFETY (OHS) RESPONSIBILITIES FOR NON-SUPERVISORY STAFF**

- Cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.