

**Mercy Works**  
**Sisters of Mercy**  
**In Australia & Papua New Guinea**



**Advertisement**  
**Grants Coordinator for Mercy Works Ltd**

**About Us**

Established in 2000, Mercy Works is the development and relief arm of the Sisters of Mercy in Australia and Papua New Guinea. We partner with challenged communities in Papua New Guinea, Timor-Leste and Australia to promote justice and self-reliance.

**About the Role**

We are seeking an experienced **Grants Coordinator** to support us in our valuable work. The position is responsible for increasing Mercy Works' grant and other income from new sources including government, corporate, philanthropic and community bodies, trusts and foundations to help realise Mercy Works' vision.

The Grants Coordinator will work closely with the Executive Director to understand and reflect the needs of Mercy Works in funding applications and submissions and is the organisation's key contact and relationship manager with funding partners.

The Grants Coordinator will also work with partners and colleagues to demonstrate the impact of Mercy Works' vision.

**Responsibilities include:**

- Identifying potential government, corporate, philanthropic and community funding opportunities.
- Developing and managing the grants calendar for government, corporate, philanthropic and community bodies, trusts and foundations.
- Preparing and managing applications and submissions to potential and current funding partners.
- Preparing and managing all reporting, acquittal and regulatory expectations to funding partners and other stakeholders.
- Recording and reporting the funding opportunities and outcome of submissions at appropriate levels of the organisation.
- Contributing to the performance of Mercy Works: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and modelling Mercy mission and values.
- Ensuring a safe working environment by taking accountability for own actions and complying with the organisation's WHS policies and procedures.

The position is initially for 22.5 hours per week over three days (or equivalent with flexibility), based in the Mercy Works Office in Parramatta, NSW.

## About You

1. Degree qualification in communications, business or a related discipline with contemporary experience managing a diverse grants portfolio; or substantial contemporary experience managing a diverse grants portfolio, coupled with ongoing professional development to support contemporary knowledge.
2. Contemporary knowledge and experience in preparing large grant applications and submissions for government bodies, such as the Australian Department of Foreign Affairs & Trade (DFAT), and philanthropic trusts and foundations.
3. Contemporary knowledge and experience of compliance standards and requirements of bodies such as the Australian Department of Foreign Affairs & Trade (DFAT), the Australian Council for International Development (ACFID) and the Australian Charities & Not-for-Profit Commissioner (ACNC).
4. Demonstrated initiative and ability to develop strategic long-term meaningful partnerships with a diverse range of internal and external funding partners.
5. Proven ability to work productively in a cross-functional team environment.
6. A commitment and personal alignment with Mercy mission and values.
7. You must have the right to work in Australia to apply for this job.

## Safeguarding Commitment

Mercy Works is committed to creating a culture of safety and respect for all, including prioritising the safety and best interests of all children and adults at risk with whom we have contact.

All staff are expected to take all reasonable steps to ensure the protection of children and adults at risk and to comply with our safeguarding policies and procedures, including responding to and reporting all suspicions and allegations of abuse.

## Other details

Mercy Works is a Public Benevolent Institution Employer (PBI), and as such can offer employees a remuneration package with tax benefits including salary packaging.

The successful applicant will be required to complete a national criminal record check and child related screening.

If you are a passionate individual, committed to Mercy ethos and looking for your next career opportunity, we would love to hear from you. A copy of the Position Description for the role can be found at <https://www.mercyworks.org.au/job-opportunities/>. This position is initially a maximum term contract for 12 months with potential of review and extension.

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, legislation, policies, procedures and plans.

Please email your cover letter and resume to [mercyworks@mercyworks.org.au](mailto:mercyworks@mercyworks.org.au) or ring the Executive Director Sally Bradley RSM to discuss further by phone on 02 9564 1911. **Applications which do not include a cover letter which shows you have researched the Mercy Works organisation will not be considered.**

**Applications close 28 February 2021 – early applications welcome with initial phone conversation to follow.** Interviews will be held early March 2021 and ideally the successful applicant will be available to begin by April 2021.