



Job Title: Project and Grants Coordinator

Reports to: General Manager

Location: Deaf Victoria Office, Level 3, 340 Albert St East Melbourne. The position may include some country travel and after-hours work as agreed.

Deaf Victoria was established in 1982 as a result of an identified need for deaf people to represent deaf people in all areas of public life. Since that time, we have grown to become the peak organisation of deaf and hard of hearing Victorians. Deaf Victoria now provides individual advocacy services funded by state government and other project-based representation, training and information.

The philosophy behind Deaf Victoria is that deaf and hard of hearing people have equal rights to take part in and have access to all aspects of community life and to do so with pride.

Deaf Victoria serves all deaf and hard of hearing people whether or not they are members. The major criteria for eligibility to use the service are that the person is deaf or hard of hearing, or part of the Deaf Community. The role of Deaf Victoria is to be accountable and responsive to the needs of deaf people living in Victoria. It achieves this by consulting widely within the deaf and wider hearing communities by providing advocacy, representation, advice, support and information.

Deaf Victoria has a Board of Management whose role is to provide policy and strategic guidance for employed staff to carry out. The General Manager is accountable to the Deaf Victoria Board.

Scope of Position:

The two key performance measures for this position are oversight and coordination of all funded projects and planning for future grant and funding opportunities. The successful applicant will closely oversee large projects such as the state government funded COVID-19 Outreach grant and have oversight of remaining smaller and medium projects with support from the Projects and Research Coordinator.

Responsibilities will include ensuring deliverables are completed, financial records are up to date and reporting requirements are adhered to. This role will also inform and support the General Manager and Board to seek new project opportunities by innovating new project ideas, maintaining current partnerships to achieve Deaf Victoria's vision in which deaf and hard of hearing Victorians experience equality, opportunity, and connection.

The suitable applicant will be highly organised and motivated with experience in the not-for-profit sector, project coordination or management and grant writing experience. The suitable applicant may have lived experience of deafness and have knowledge of the barriers that deaf and hard of hearing people face in everyday environments. The successful applicant will be fluent in Auslan.

The Project and Grants Coordinator will report to the General Manager.

Tasks and Responsibilities:

1. Oversee all funded projects at Deaf Victoria by:
 - a. Establishing and maintaining key project documents, including project plans, scope and budget
 - b. Ensuring project resources and personnel such as sponsor, staff, vendors, contractors and advisory groups are in place and kept up to date
 - c. Developing clear governance plans including kick-off and regular meetings, internal updates and stakeholder management
 - d. Working with Information and Comms Officer to ensure community engagement through consultations, focus groups, surveys and other methods for each project
 - e. Working with Project and Research Coordinator to oversee small and medium projects at high levelPercentage of required time-40%

2. Report and evaluate on assigned projects by:
 - a. Developing milestone reports for each project and ensuring all key deliverables are achieved across all projects
 - b. Liaising with all funding bodies, seeking feedback and endorsement of reports and negotiating any variations to funding agreements as requested by the General Manager
 - c. Ensuring project budgets are regularly updated and in accordance with financial reports from the Financial Controller
 - d. Using Deaf Victoria's evaluation processes to clearly plan, track and report on outputs and outcomesPercentage of required time- 30%

3. Lead Deaf Victoria's future funding and grant opportunities by:
 - a. Researching and identifying possible project and grant funding opportunities and maintaining up to date register of funding applications and outcomes
 - b. Identifying strategic partners for joint or co-led funding applications and cultivating relationships
 - c. Working with the General Manger and Board to develop funding applications
 - d. Identify funding and project opportunities that meet Deaf Victoria's strategic goals, community needs and current gaps as identified through advocacy, outreach or information workPercentage of required time- 20%

4. General duties
 - e. Ensure compliance with human resources management and other guidelines including workplace health and safety, equal opportunity employment and anti-discrimination requirements
 - f. Act in accordance with Deaf Victoria Quality Manual and other relevant internal processes
 - g. Other duties as required by the Deaf Victoria General Manager or BoardPercentage of required time- 10%

Selection Criteria

Essential:

- Project Management or Coordination qualifications or at least 3 years' experience in a similar role within a community setting
- Highly developed organisaiton skills including ability to prioritise competing demands and carry out tasks in disciplined and consistent manner
- Auslan skills are essential to be able to fully articulate all aspects of this position.
- Demonstrated experience in project governance, reporting and accountability
- Highly developed written English skills and experience in grant writing for funding organisations
- Proven high level of interpersonal communication skills, which includes the ability to present information clearly and effectively to a variety of audiences.
- Ability to work independently as well as a member of a team.

Desirable:

- Formal degree or qualifications in Project Management, Social Work or Community Development
- Knowledge and skills in community and stakeholder engagement and relationship management
- Experience in advocacy, policy, or community development.
- An understanding of the sector wide challenges for Deaf and hard of hearing individuals in an NDIS, person-centered framework
- Lived experience of deafness or understanding of the Deaf Community and Auslan*

*This position is targeting a group of applicants (deaf or hard of hearing people) who have a protected attribute (disability) as defined in the Equal Opportunity Act 2010. As such, the desirable selection criteria for the applicant to have a lived experience of deafness is a 'special measure', permitted in line with this legislation.

Applications close Tuesday 6th April, 5pm and should include a resume/curriculum vitae and brief cover letter in Auslan or English.

Interviews will be conducted in Auslan on Tuesday 13 April and Wednesday 14 April after 5pm.

For enquiries or to submit an application, please contact Deaf Victoria General Manager, Maxine Buxton: jobs@deafvictoria.org.au