

## Mission Australia

About us:	<p>Mission Australia is a national Christian charity that has been helping vulnerable Australians move towards independence for over 160 years.</p> <p>We've learnt the ways for people to become more self-sufficient are different for everyone. This informs how we support people by combatting homelessness, assisting disadvantaged families and children, addressing mental health issues, fighting substance dependencies, and much more. Our team applies different approaches, alongside government, our corporate partners and everyday Australians who provide generous support.</p> <p>Together, we stand with Australians in need until they can stand for themselves.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	End homelessness and ensure people and communities in need can thrive.

## Position Details:

Position Title:	<b>Tender and Submission Officer – Part Time</b>
Division:	Practice, Evidence and Impact
Classification:	Business Development Manager
Level:	Level 1
Commencement:	September 2021
Hours:	16 hours per week over 2.5 days (Tuesday/Wednesday/Thursday)
Location:	Hybrid: Work from home and/or office location anywhere in Australia
Program:	Business Development
Reports to:	General Manager, Business Development
Position Purpose:	<p>To work as part of a team to identify national and local opportunities for impact growth.</p> <p>To liaise tender sponsors, enable internal and external stakeholders, coordinate subject matter experts, conduct research, project-manage inputs, manage reviews (bronze, silver and gold), facilitate interactions with finance, write tenders, grants and proposals and submit all content on deadline for Mission Australia.</p>

## Position Requirements (What are the key activities for the role?)

Key Result Area 1	Tender, Grant and Proposal Writing
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> <li>• Read tender requirements and details.</li> <li>• Understand Funder objectives and drivers.</li> <li>• Facilitate interactions with community services and finance.</li> <li>• Write tenders, grants and/or proposals to a high standard addressing Funder objectives and following MA format and style guide.</li> <li>• Maintain systems, processes, spreadsheets, databases and workspaces.</li> <li>• Familiar with use of Microsoft Word, Excel, Powerpoint, Teams, Sharepoint and PowerBI.</li> <li>• Coordinate and drive mandatory peer and service delivery reviews (prior to submission on deadline).</li> <li>• Ensure all tenders adhere to the decisions made at the Opportunity Assessment Meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Tenders are written in a technically proficient manner and submitted on time.</li> <li>• Tenders align to funder objectives and succinctly promote Mission Australia capabilities and capacity to respond to the opportunity.</li> <li>• Tenders and feedback are recorded accurately, and all details are included in all databases and registers in a timely manner.</li> <li>• Reviewers are coordinated in a friendly manner and within desired timeframes enabling thorough review.</li> <li>• Tenders contents falls within parameters set at the Opportunity Assessment Meeting and all risks mitigated.</li> <li>• The finance team is coordinated in a friendly manner and budgets are completed within desired timeframes enabling thorough review.</li> </ul>
Key Result Area 2	Project Management
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> <li>• Create project plan, coordinate milestones.</li> <li>• Liaise with tender sponsors, enable internal and external stakeholders, coordinate subject matter experts.</li> <li>• Conduct research, project-manage inputs, manage reviews (Bronze, Silver and Gold).</li> <li>• Use Mission Australia's preferred project management methodology to coordinate tenders.</li> </ul>	<ul style="list-style-type: none"> <li>• Tenders are coordinated in an efficient manner and submitted on time.</li> <li>• Project Plans are established for all tenders and reviewed regularly with clear escalation points to identify and mitigate risks.</li> <li>• Project Plans are clear and timeframes are workable.</li> <li>• Internal and external stakeholders are engaged in project planning and agree to timeframes.</li> </ul>

<ul style="list-style-type: none"> <li>• Work collaboratively with and contribute to the PMO team on complex tenders, national or multi region submissions.</li> </ul>	
<b>Key Result Area 3</b>	<b>Research and Analysis</b>
<b>Key tasks</b>	<b>Position holder is successful when</b>
<ul style="list-style-type: none"> <li>• Conduct research on demographic information and evidence-based service delivery to support tenders.</li> <li>• Undertake research and identify evidence and data to support service model and tender.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant and accurate data and research is included in tenders.</li> <li>• Knowledge and information of all Mission Australia services is utilised to support tenders.</li> <li>• Information gathered is shared across team and stored in workspace.</li> <li>• Opportunity Assessments provide accurate information and supporting evidence to enable decision making at Business Gating Meeting.</li> </ul>
<b>Key Result Area 4</b>	<b>Relationship Management and Communications</b>
<b>Key tasks</b>	<b>Position holder is successful when</b>
<ul style="list-style-type: none"> <li>• Develop and maintain relationships with community services, finance and management colleagues to ensure that all required materials are prepared for tenders.</li> <li>• Work with leadership team to ensure ongoing communication and escalation of risks, tender progress and other issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong relationships are formed across all divisions of Mission Australia.</li> <li>• Leadership team are well informed and able to address any issues early/quickly.</li> </ul>

*Note - The duties listed in this position description may not be all encompassing. Employees may be required to perform other reasonable duties as requested.*

## Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace.
- Ensure required workplace health and safety actions are completed as required.
- Participate in learning and development programs about workplace health and safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries.

## Purpose and Values

- Actively support Mission Australia's purpose and values.
- Positively and constructively, represent our organisation to external contacts at all opportunities.

- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times.
- Operate in line with Mission Australia policies and practices (e.g. Financial, HR, etc.).
- To help ensure the health, safety and welfare of self and others working in the business.
- Follow reasonable directions given by the company in relation to Work Health and Safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries.
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards.
- Contribute to an organisational culture that promotes Mission Australia's [commitment to the safety and wellbeing of all children and young people](#).
- Actively support Mission Australia's Reconciliation Action Plan.

## Recruitment information

### Qualification, knowledge, skills and experience required to do the role

- A minimum of 2 years' experience in tender writing.
- Undergraduate qualification in relevant discipline (preferred).
- Proven excellent writing and analytical skills including the preparation of tenders and reports.
- Understanding of issues in community services sector.
- Demonstrated record in successful submission of funding applications.
- Highly skilled in using relevant software applications.
- Demonstrated experience and ability in:
  - Project coordination.
  - Research including qualitative and quantitative methods, data analysis and reporting.
  - Working to a high level of accuracy and detail.
  - Managing and meeting deadlines.
  - Operating within guidelines and direction with minimal supervision and using initiative.
  - Demonstrated experience and proven ability to foster constructive relationships with internal and external stakeholders.

### Competencies

- Action oriented and takes accountability to achieve results in line with set timeframes.
- Builds and maintains sustainable internal and external relationships.
- Demonstrates courage in leadership to confront issues and risks, and escalates as appropriate in accordance with procedure.
- Effective communication and active listening skills, demonstrating the ability to present information, decision and reasons confidently, clearly and concisely selecting the appropriate medium.
- Demonstrated experience working and collaborating effectively with others, ensuring key stakeholders are involved, sharing information and ensuring people are kept informed of progress, changes and issues.
- Ability to deal with ambiguity and complexity.

- Demonstrated strong leadership skills with effective change management capabilities.

### Key challenges of the role

- Limited timeframes for tenders and need to conduct thorough research and evidence gathering to support the development of quality tenders.
- Working to deadlines with multiple external influencers – for example differing priorities of key stakeholders, information not being received in time and review process.
- At times, volume of work required to meet deadlines – therefore need to thrive under pressure.
- Working in and with teams that may be located in different states.

### Compliance checks required

Working with Children	<input type="checkbox"/>
National Police Check	<input checked="" type="checkbox"/>
Vulnerable People Check	<input type="checkbox"/>
Driver's Licence	<input type="checkbox"/>
Other (prescribe)	<input type="checkbox"/> _____

### Approval

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<b>Manager name</b>	Jack Blakey– GM Business Development	<b>Approval date</b>	27 August 2021
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