



sustainandenable
consulting services
healthier homes, zero waste

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| POSITION TITLE | Funding Coordinator |
| LAST REVIEWED | 21 May 2020 |
| WORKER TYPE | Intern – Volunteer, possibly Independent Contractor for an applicant with the right skills and proven results. |
| NORMAL HOURS | Part time, flexible hours, (negotiable). Very occasional Saturdays and Sundays when required (eg: for an expo or event). The number of hours per week for any paid roles should start small (5+), then increase as the role increases income for the organisation. |
| REPORTS TO | Managing Director |

ABOUT THE ORGANISATION

Sustain & Enable is a start-up Community-based Environmental Social Enterprise – a business set up with a charitable purpose to design and deliver environmentally sustainable projects, starting with Healthier, Sustainable Housing; Green Building; Low Carbon; and Zero Waste initiatives. After several years of investigation and pilot projects, we are now building a diverse team of environmentally-conscious people passionate about making a difference in the community.

POSITION DESCRIPTION

Position purpose

New Zealand homes are unacceptably cold, damp, mouldy, and inefficient, leading to unhealthy living conditions and various health issues. With recent changes in New Zealand legislation, home assessors are in high demand to enable people to live in warm, dry homes every winter. There is also an increasing demand for green buildings, and for Zero Waste and Low Carbon initiatives.

This role is responsible for identifying new and existing opportunities for external funding from the public sector and other sources as well as possible joint ventures or partnerships; keeping a funding calendar up to date; and completing funding applications on behalf of the management team.

Secondary responsibilities include supporting management to secure larger value client contracts, contributing to our social media platforms, and providing administrative support.

Main tasks

A normal day would be likely to include:

- Searching online for funding opportunities, taking note of eligibility and assessment criteria, opening and closing dates, web links, etc in a central spreadsheet.
- Actively managing the organisation's social media and technology platforms (eg: website, etc) and updating these regularly with interesting and relevant content that engages the interest of our ideal customers.

- Working closely with management to write proposals, follow up on work in progress and ensure this is completed to the required standard in good time.

The above list is not exhaustive and the role may change to meet the overall objectives of the organisation.

Other Duties

- Fulfil other duties as requested by management and other team members.
- Be aware of and actively manage your own well-being, health, and safety and that of others.

Required qualities

- Honest and transparent at all times
- Good communicator (spoken and written English)
- Team player
- Able to work well independently
- Good organisational and time management skills
- Helpful and proactive

Desired competencies

- Shows initiative
- Good level of cultural awareness
- Problem solver with good attention to detail
- Fluent in other languages

PERSON SPECIFICATION

Experience

- Relevant skills and/ or experience in completing successful funding applications is highly desirable.

Qualifications

- Relevant tertiary qualifications or professional certificates are desirable but not essential.

Skills & competencies

- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
- **Teamwork:** willingness to assist and support others as required and get on with team members.
- **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.

Other

- Able to use a computer and mobile phone, internet and email, basic programs such as MS Office (eg: Outlook, Word, Excel and Powerpoint) (Essential).
- Clean, Full, NZ Driver's licence (desirable).
- Able to pass a police check (Essential as we work with vulnerable people in their homes and children).

This position description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other tasks requested by management and as necessitated by the development of this role and the development of the organisation.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY

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Worker

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Date

SIGNED BY

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Manager

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Date

