



Position	Grant and Tender Writer
Reports to	Director, Strategy, Marketing & Communications
Directorate	Strategy Marketing and Communications
Location	Carlton
Direct reports	Nil
Employment Arrangement	Fixed term two years
Date	02 March 2021
Approved	02 March 2021

WHO IS WHITELION?

Whitelion believes your first job can unlock a lifetime of opportunity.

We are a non-profit that exists to support high risk, highly vulnerable young people. Our purpose is to increase the employability of young people at risk. We passionately believe employment is more than a just a job – it provides positive networks, confidence and self-esteem, economic participation, and greater mental and physical health benefits.

We use the term 'employability' deliberately – we work with young people experiencing homelessness, in Out of Home Care, in contact with the justice system, and experiencing complex and co-occurring disadvantage – and acknowledge that not every young person from these cohorts is ready to work when we meet them.

To address this gap, we provide intensive support to help young people at risk tackle life challenges - at the same all Whitelion staff and mentors are equipped with tools to support every young person on a pathway to work. These tools include support to complete education, access training, with job search and interview preparedness, finding work experience and volunteering opportunities, and of course, access to paid work. Our point of difference is that we build this into our intensive life support services so that all our programs contribute to increasing employability.

Ultimately this work combines across thousands of young people each year to increase the present and future employability of young people at risk, which is a powerful tool to break cycles of disadvantage.

Our vision is a world where no young person is left behind. Where all young people have the right to equitable opportunities to reach their potential.

Whitelion has around 100 staff, predominantly working in capital cities in Victoria, New South Wales, South Australia, and Western Australia. We also rely on volunteers to support our engagement with young people, primarily through 1:1 mentoring. Our National Office is in Carlton, Victoria, however our experience of remote working in 2020 has resulted in a flexible work policy where a combination of work from home and office is available. We strive to create a safe and inclusive culture where everyone can belong.

Whitelion knows youth at risk. We started in 1999 to address a gap for young people transitioning from youth justice centres – providing jobs and mentors to break cycles of offending. Over the years, through mergers and expansion, we extended to address risk factors for offending and from there to work with young people considered highly vulnerable and at risk from across a range of sectors.

WHY WHITELION NEEDS THIS POSITION, AND WHERE IT FITS INTO WHITELION'S VISION.

This role reports directly to the Director, Strategy, Marketing and Communications. Whitelion needs this position to grow revenue for Whitelion operations - to ensure the organisation can achieve its purpose and vision.

The primary function of the position is clear, persuasive, and well-edited business writing to prepare and submit winning tenders, grant applications, and other funding pitches. The role will work across revenue opportunities from government, philanthropy, and corporate organisations.

By securing revenue, this position directly contributes to Whitelion's ability to reach young people with life changing services across Australia. The role is also a key enabler of Whitelion's strategy.

WHAT YOU CAN EXPECT IN THIS ROLE.

The primary output of the role is high quality written communications, with the outcome being an increase in revenue.

To be successful in the output of this position:

You must be an experienced and confident writer who is able to work at high volume, and on multiple projects at once.

To be successful in the outcome of this position:

You will be supported by,

- A part time (10 hours/week) Funding Coordinator who scans for opportunities and coordinates our revenue processes.
- A team of senior managers who support with different components of tender, grant, and bid preparations (e.g., service model design, local information, evaluation data, budget review).

Additional supports in place to secure revenue include,

- A high performing board and leadership team.
- A clear strategic plan and articulation of Whitelion's role in the sector and what we offer young people.
- An outcomes and evaluation framework, and quality framework.

- A stakeholder engagement approach that shares relationship management across senior staff.

Beyond writing, you will be required to undertake the following functions on a regular basis,

- Attend information sessions and review tender or application guidelines to be 'expert' in what is required for a winning bid – you *must* be an expert advisor to Whitelion's Executive.
- Use project management methodologies to manage the application process including gathering senior manager input needed for each opportunity and managing the timeframe to allow for drafting and review.
- Submit applications on time and using various grant portals – you will be the person ultimately responsible for closing out submissions.
- Complete timely administration, including updating information management and filing systems. It is a small team with no administration staff.
- Attend and contribute to internal meetings to plan for revenue opportunities, both proactive and reactive.
- Contact and meet funders to understand their needs and describe Whitelion's services prior to making a submission.

SKILLS AND ATTRIBUTES.

Highly regarded attributes,

- Five years' experience in a similar role.
- Experience securing revenue in non-profit environments.
- A resilient, calm, measured approach to writing in a high-volume environment – meaning you enjoy writing, you are comfortable with competing deadlines and can move seamlessly from one to the next with little downtime, and you like to win.
- Ability to turn feedback – external and internal – into opportunities for success in the future.
- Demonstrated experience, or ability to write for different audiences and using different processes – meaning you can use an online tender submission portal; prepare a word document; and create a pitch deck on slides.

We think you will enjoy the role if the following resonates with you,

- You believe in Whitelion's purpose.
- You want to join an organisation on a growth journey.
- You are not intimidated or daunted by writing at a high volume.
- You are committed to social justice and valuing the strengths, resilience, and courage of highly vulnerable, high risk young people.
- You believe you can uphold and contribute to Whitelion's values,

- *Working together:* You are open to working closely with your teammates to help each other achieve quality outcomes, and to support each other's safety and wellbeing.
- *Turn up, do your best:* You bring positivity, focus and energy to your work and get inspired by achieving quality outcomes in all parts of your role. You are resilient and see setbacks as opportunities for growth and development.
- *Deliver on commitments:* You do what you say you are going to do. You can work independently, prioritise, and manage multiple tasks and know how to speak up if you need help with delivering to agreed deadlines.
- *You want everyone to belong:* You work hard to educate yourself on what it takes to create a truly inclusive culture, and you value the experiences and alternative views of those around you. You believe that diversity leads to success.

GENERAL NOTES ON APPLYING FOR A ROLE AT WHITELION.

The successful candidate must achieve a satisfactory Police Check and Working with Children Check prior to an offer of employment being accepted.

The relevant Award is the Social, Community, Home Care & Disability Services Award.

Pre-employment checks may include a requirement for proof of identity, evidence and currency of qualifications, driver's licence, and other relevant personal documentation.

Referee checks on at least two independent referees are mandatory and will be conducted prior to an offer of employment being made.

KEY RESULT AREAS AND PERFORMANCE MEASURES.

Every Whitelion staff member has an Individual Work and Development Plan (IWDP) that is prepared in consultation with the staff member.

The following will be included in the IWDP for this role,

- Quantitative KPIs relating to revenue.
- Contribute to a safe and healthy work environment as demonstrated by adherence to safety standards together with promoting an inclusive culture that values diversity.
- Support colleagues to harness their full potential as demonstrated through improved staff engagement and wellbeing measures.
- Participate in personal performance management process and help prepare personal development plan.