



Local Leadership Opportunity

Position Title:	Funding Officer
Type of Position:	Volunteer
Time Required:	Varies, but on average a minimum of 3 hours per fortnight
Minimum period:	Flexible, but preferably for at least 6 months
Location of position:	Work from home or from the SEE-Change Office in Downer
Reports to:	Executive Officer and Treasurer
Role, project overview and purpose:	<ul style="list-style-type: none"> • The intention of this role is to increase the funds available for SEE-Change to carry out its activities in the community and promote the long-term financial sustainability of the SEE-Change organisation. • This role has the potential to occupy several volunteers and may involve coordinating and supervising other volunteers. • Currently SEE-Change receives funding through Government Grants, memberships and donations, and fees for events. We would like to strengthen, and expand, this funding base.
Key responsibilities and tasks:	<ul style="list-style-type: none"> • Identify grant opportunities for SEE-Change. • Assist Executive Officer with preparing and writing grant applications. • Identify and attract potential sponsors. • Develop and maintain sponsorship/partnerships with local businesses and other organisations. • Initiate funding and membership drives. • Develop business models for specific SEE-Change projects like the BERT bicycle trailer hire program. • Potential to work with other like-minded groups on developing alternative economic models for the whole of the ACT.
Skills, experience and attributes:	<ul style="list-style-type: none"> • An innovative and creative approach to funding. • Experience in successfully applying for grant monies. • Experience in developing and maintaining relationships in business, government and not-for-profit sectors would be an advantage. • Excellent written and oral communication skills. • Some knowledge and understanding of SEE-Change's history and operations will be required.
Training that will be provided by SEE-Change:	<ul style="list-style-type: none"> • Access will be provided to Community Grants regular newsletter and online database. • On-the-job training to familiarise with SEE-Change activities and projects. • Attendance at Grant Writing Workshops will be funded by SEE-Change pending availability.



SEE-CHANGE

COMMUNITIES CREATING A SUSTAINABLE CANBERRA

Benefits for the volunteer:	<ul style="list-style-type: none"> • SEE-Change operates within an emerging sector, so your contribution will put you on the front line of change-making in Canberra. • Your leadership role within SEE-Change will provide you with the opportunity to develop transferable skills and experience, such as leading meetings, coordinating and project managing activities, writing grant applications and motivating and teaching others.
Benefits to SEE-Change	<ul style="list-style-type: none"> • Your contribution will be an integral part of SEE-Change operations, enhancing the effectiveness of everything we do. • You will also free the Executive Officer to concentrate on other areas of operations such as project development and member engagement.

VOLUNTEER AGREEMENT

Name of the volunteer:	
Start date:	
End date:	
Hours and days agreed to per week:	
Learning needs:	
Any other training required (please describe):	
Any other special conditions (please describe):	
Mentor:	
Volunteer signature:	
Executive signature:	
Date:	
Date of review:	
Last person in position:	
Last person's learning insights and tips:	