



Grants Co-ordinator

Organisation: CBM Australia

Permanent Role

We are based in Box Hill, very accessible to public transport and with onsite parking.

About the role:

Do you have experience in international development with Australian NGOs? Do you want an excellent opportunity to add value and join a great team working in International Programs, committed to inclusion and disability? This role could be for you!

The Grants Coordinator role leads on financial and grants management of CBM's field program portfolio (with a focus on ANCP funding from DFAT) as well as being the central point on fund allocation, budgeting processes and advice on strategic allocation for program funding. You will also make a significant contribution to overall field program quality and effectiveness, supporting the team.

The International Programs team supports effective high quality programs across 11 countries, with a focus on alleviating poverty, raising awareness on the rights of people with disabilities and including them in change processes. We strengthen field program implementation, contribute to partner capacity and promote learning in our programs, working with local partner organisations to bring local change.

A full Position Description can be obtained from our website www.cbm.org.au.

About you:

You will bring:

- At least 5 years' experience in financial management relating to the oversight of program portfolio funding, working closely across program and finance departments, particularly around quality control of DFAT agreements for NGOs (e.g. ANCP)
- Current knowledge of international development, understanding of the Australian aid sector and DFAT;
- High level of skills and recent experience in program design, monitoring and evaluation and risk management;
- Recent experience working with agency accreditation processes, particularly around donor compliance (safeguarding, counter terrorism, fraud etc.)
- Adept and flexible in managing and organising a complex workload cooperatively within and across teams
- Excellent interpersonal skills
- Commitment to CBM's mission and values and willingness to help CBM grow and develop

If you meet the above criteria, please email a resume and a letter of application addressing the role's key tasks and priorities to careers@cbm.org.au

Applications close: Friday 19th April

About CBM Australia:

CBM Australia is an international Christian development organisation, committed to improving the quality of life of persons with disabilities in the poorest countries of the world. We partner with local organisations with the aim of building and promoting an inclusive world in which all persons with disabilities enjoy their human rights and achieve their full potential. CBM Australia is a key member of the CBM global network and has in its remit strong field programming and advocacy work as well as fundraising.

Background checks

Relevant background checks including working with children, police, anti-terrorism and reference checks will be completed prior to the preferred candidate's employment being confirmed.

CBM Australia is committed to workplace equity and diversity and encourages applications from Australian Residents with diverse cultural backgrounds and people with a disability.

CBM Australia is committed to the safety and best interest of all children accessing CBM supported services and programs and workplace.