

Grants Researcher

Position Description

About The Grants Hub

Our goal is to be the easiest way to find grants in Australia.

Our online Grants Directory is the centre of the business. It allows organisations, government, businesses and individuals to search, shortlist and track grants from government, philanthropic and corporate funding providers.

We are a tech-based grants business that is continually improving what we do. We are growing in all areas. The entire business operates online - from members searching for grants across Australia, to our team working remotely.

Grants Research Position Overview

The Grants Hub team is growing, and we're excited to be bringing a new Grants Research team member on board. This opportunity can be somewhat tailored to the right person, based on experience.

Key responsibilities include:

- Grants research
- Grants database management
- Funding provider liaison
- Sharing grant trends with relevant team members.

Additional potential areas of work, based on skills and experience, include:

- Liaising with consulting clients
- Preparing customised grant calendars
- Drafting content for Grant Updates
- Drafting blog posts
- Sharing grant information on social media
- Writing funding trend summaries for our team and members
- Developing systems to streamline grants research
- Creating new and innovative ways of sharing grants information with our members
- Adding new features to the backend of our Grants Directory, such as additional categories and filters to improve search results
- Assisting members with grant-related enquiries.

What We're Looking For

First and foremost, the right fit.

Functionally, we are looking for someone with:

- Solid understanding of funding and grants in Australia
- Excellent research skills
- Strong analytical skills
- Honesty & integrity
- Self-motivation
- High attention to detail
- Good time management skills
- Reputation of being a team player
- Desire to work remotely
- Excellent computer skills
- Ideally, familiarity with a range of apps such as Slack, MailChimp, blog platforms etc.

Hiring of the successful candidate will be significantly based on our Core Values outlined below.

Work Culture

The Grants Hub has six Core Values:

Excellence: We want our team to be provided with the time and resources to be the best at what they do best! Working hard to compliment each other and allowing other team members to specialise in their areas of expertise is our priority. Within all aspects of our work, accuracy and attention to detail is important to us.

Flexibility: The Grants Hub has been intentionally set up so our team can work anywhere at any time in the world. We place a heavy emphasis on flexibility around other commitments in life and achieving work-life balance. While flexible work hours are important to us, we ask that it doesn't compromise our other values.

Fun: Because the majority of work at The Grants Hub is completed remotely, a culture of fun and enjoyment in the online world is something we work hard to create. While team members spend most of their time behind a computer, we want anyone involved in The Grants Hub to love fronting up to work and engaging with others in cyber space!

Honesty: Whether it be feedback on quality of work, communication or tracking of work hours, honesty is crucial in all aspects of our work. Trust, openness and confidentiality between all team members is important to our team's success.

Innovation: Within the rapid evolution of the tech industry, our team works hard to pave out new and improved ways of doing things. Suggestions and feedback to help achieve this is always encouraged, so we encourage our team to share their ideas.

Reliability: Deadlines should always be met unless there are unpreventable circumstances, in which case team members should contact the relevant person at their earliest convenience. Promptness and reliability in communication is critical.

Terms & Time Allocation

Negotiable, depending on skills and experience.

We expect the role to be between a 0.4 to 1.0 full time equivalent.

Hours are flexible, however regular deadlines will need to be met.

Our goal is to find the right person to join our team and grow with us as our business continues to grow.

Reports to

Managing Director.

Location

Remote.

How to Apply

Email your application, including a CV and cover letter addressing 'What We're Looking For' and 'Work Culture' above to jobs@thegrantshub.com.au

Applications close Thursday 31 August 2017.

Any queries about the position should be directed to the above email address.