



## *Project Officer – Fundraising*

**Organisation:** Latrobe Health Assembly

**Job Type:** Part-Time (0.5 FTE / 5 days per fortnight) – Fixed Term (12 months) with potential for extension

**Hours of Work:** Standard business hours, with flexibility to work occasional evenings or weekends to support fundraising activities, community events, or stakeholder engagement

**Reports to:** Executive Officer

**Conditions:** SCHADS Award Level 4 (\$44.58 - \$47.97), plus 12% Superannuation, 17.5% Leave Loading + applicable leave entitlements

**Location:** Latrobe Valley (base location negotiable), with hybrid working arrangements by agreement

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### *The Position*

The Project Officer – Fundraising supports the Latrobe Health Assembly to strengthen its sustainability, impact, and community-driven work through effective fundraising and funding support activities. Reporting to the Executive Officer, the role provides project coordination, administrative, and compliance support across fundraising initiatives, grant applications, donor engagement, and reporting.

The position operates within a community-led, advocacy-focused organisation and contributes to advancing health equity and wellbeing across the Latrobe Valley. The role requires strong organisational capability, attention to detail, and the ability to work collaboratively within a small team while managing multiple priorities.

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### *About Latrobe Health Assembly*

The Latrobe Health Assembly is an independent, community-owned not for profit organisation committed to improving health and wellbeing outcomes across the Latrobe Valley. The Assembly brings together community members, organisations, and stakeholders to identify priorities, advocate for change, and influence systems that impact health, with a strong focus on addressing the social determinants of health.

Guided by principles of equity, transparency, and community voice, the Assembly works closely with its Board, partners, and the broader community to co-design solutions, advocate for sustainable funding, and support initiatives that reflect local needs and lived experience.

The Latrobe Health Assembly acknowledges the Traditional Owners of the land on which it operates and recognises the ongoing leadership and contributions of Aboriginal and Torres Strait Islander peoples in shaping strong, healthy communities.

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## Key Responsibilities

### **Fundraising & Grant Support**

- Assist in the planning, coordination, and delivery of fundraising initiatives aligned with Assembly priorities and strategic directions.
- Support the preparation, submission, and acquittal of grant applications and funding proposals.
- Maintain accurate records of funding opportunities, applications, outcomes, and reporting timelines.
- Assist with donor and stakeholder stewardship activities, including correspondence, acknowledgements, and engagement.
- Support the development of fundraising and grant-related materials in collaboration with the Executive Officer and relevant stakeholders.

### **Project Coordination & Administration**

- Provide administrative and project support to ensure fundraising initiatives and funding-related projects are delivered on time and within scope.
- Maintain databases, contact lists, and documentation in line with privacy, confidentiality, and governance requirements.
- Monitor fundraising and funding performance data and assist with preparing reports for the Executive Officer and Board.
- Support scheduling, milestone tracking, and coordination of tasks related to fundraising and grant projects.

### **Compliance, Governance & Risk**

- Support compliance with relevant fundraising legislation, funding agreements, ethical standards, and organisational policies.
- Assist with risk management documentation, quality assurance processes, and reporting related to fundraising and funded activities.
- Ensure records and documentation meet audit, governance, and funding body requirements.

### **Stakeholder & Community Engagement**

- Support relationship-building with funding bodies, donors, sponsors, community organisations, and partners.
- Represent the Latrobe Health Assembly professionally at meetings, forums, and events as required.
- Contribute to a collaborative, values-driven organisational culture grounded in community accountability and integrity.

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## Health, Safety and Wellbeing

The position primarily operates within a standard office environment, with some work undertaken in community, meeting, or event-based settings.

- Work involves predominantly sedentary duties with occasional standing, walking, and light lifting (up to 20kg).
- Frequent use of standard office equipment, including computers and digital systems, is required.
- Independent travel may be required to attend meetings, events, or partner locations across the Latrobe Valley and surrounding areas.



All employees are expected to:

- Take reasonable care for their own health and safety and that of others.
  - Comply with all Occupational Health and Safety (OHS) policies, procedures, and safe work practices.
  - Use ergonomic equipment appropriately and take regular breaks to manage fatigue.
  - Promptly report hazards, incidents, injuries, or psychosocial risks.
  - Contribute to a positive safety culture and continuous improvement in risk management.
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### Key Relationships

**Reports to:** Executive Officer

**Internal:** Board members, Executive Officer, project staff, contractors and consultants (as applicable)

**External:** Funding bodies, donors, sponsors, community organisations, government agencies, and partners

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### Qualifications, Checks & Licenses:

- Current Working with Children Check and National Police Check (or ability to obtain).

**Desirable:**

- Relevant qualification in fundraising, communications, administration, project management, or a related field, or demonstrated equivalent experience.
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### Skills & Experience

#### Required

- Demonstrated experience supporting fundraising activities, including grant writing, funding submissions, or donor engagement.
- Strong organisational and administrative skills with high attention to detail.
- Sound written and verbal communication skills.
- Ability to manage competing priorities and meet deadlines.
- Understanding of ethical fundraising practices, compliance requirements, and confidentiality.
- Ability to work independently within established guidelines and collaboratively within a small team.

#### Desirable

- Experience working within a community, health, or not-for-profit organisation.
  - Familiarity with community-powered initiatives and community-controlled environments.
  - Experience using grant management systems (CRM and third party platforms), donor databases, or reporting tools.
  - Understanding of community-led or advocacy-based organisations.
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### Personal Attributes

- Values-driven and committed to equity, transparency, and community voice.
- Reliable, adaptable, and proactive.



- Professional, discreet, and trustworthy when handling sensitive information.
  - Collaborative and respectful, with a strong sense of accountability.
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### Employment Requirements

- Flexibility to work occasional evenings or weekends as required.
  - Ability to work across the Latrobe Valley, including attendance at meetings or events.
  - Must be an Australian Citizen, Permanent Resident, or hold valid Australian working rights.
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### Key Selection Criteria

To help us assess your application, please provide examples of your experience in relation to the Key Selection Criteria below in your Cover Letter.

In your cover letter, address each criterion with a short paragraph, explaining how your skills and experience meet the requirement. Where possible, include brief examples from your work, study, or volunteering.

- 1. Fundraising and Grant Support Experience**  
Experience supporting fundraising activities, grant applications or funding submissions.
  - 2. Project Coordination and Administration**  
Ability to manage tasks, timelines, records and reporting across multiple activities.
  - 3. Compliance and Accountability**  
Understanding of ethical fundraising and funding compliance, including Department of Health contexts.
  - 4. Stakeholder and Community Engagement**  
Ability to engage professionally with funding bodies, partners and community stakeholders.
  - 5. Communication and Teamwork**  
Strong communication skills and ability to work collaboratively while operating independently.
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### How to Apply

Please submit your Resume and Cover Letter, ensuring your cover letter clearly addresses the Key Selection Criteria.

Applications can be submitted via Seek or emailed directly to [hello@fullcirclehr.com.au](mailto:hello@fullcirclehr.com.au).

All applications will be received and considered by Full Circle HR & Business Services.

Please note: Applications that do not address the selection criteria may not be considered. No agency referrals accepted. Shortlisted candidates may be contacted for interview throughout the vacancy period (closing 4th February 2026).