

## **Position Description: Grants and Evaluation Support Officer 2025**

### **Position Details**

- **Location:** Adelaide with flexibility for regional applicants
- **Employment Type:** Full time
- **Salary:** Salary Package \$70 - \$100,000 commensurate with experience (salary package includes base salary, superannuation, and salary sacrificing benefits)

### **The Organisation**

Fay Fuller Foundation is a principles and purpose driven organisation working with the South Australian community. Its strategy is grounded in strong belief that communities are the experts in their own lives and our role in supporting this by creating spaces that enable community to inform and lead the development of approaches that are fit for purpose, contextualised, and recognise existing strengths and assets to support the conditions for better mental health and wellbeing.

Fay Fuller Foundation encompasses a private philanthropic foundation and health promotion charity; Fay Fuller Community Health Foundation (FFCHF) who together distribute resources and work in partnership with community to build inclusive and equitable healthy futures. FFCHF leads the strategy implementation, operations, and partnerships for the group, and is a charitable employer with salary sacrificing options. The Foundation is committed to creating a workplace and culture that is supportive and inclusive, prioritises cultural learning and close connection to community.

### **The Role**

The Grants and Evaluation Support Officer will support the Foundation's grantmaking and impact evaluation activities. The role will work closely across the Foundation's team and functions, and spend time with partners capturing learning, theming data, and developing internal communications. The role is foundational in supporting the Foundation in adapting to emerging priorities and its ability to surface and support elevating the learnings and collective evidence of its work alongside South Australian communities.

### **Professional Responsibilities**

The role will include, but not be limited to the following professional responsibilities:

#### **Supporting Partnerships**

- Support the grant application, assessment, and selection process, ensuring alignment with the Foundation's strategy and values.
- Assist in the administration of grants, including contract management, payments, and scheduling
- Maintain accurate records and data in the Foundation's grant management system.

### Evaluation and Learning

- Assist in the implementation of the Foundation's social impact measurement and learning framework, including data collection, recording and theming.
- Support the preparation of impact reports and presentations for internal and external stakeholders.
- Help identify key learnings and opportunities for continuous improvement within the Foundation's practice.
- Support desktop research of external practices, evidence and trends for potential input, contribution or influence.

### Stakeholder Engagement and Collaboration

- Support relationships with grantees, partners, and sector stakeholders to foster collaboration and shared learning.
- Participate in workshops, events, and sector discussions to stay informed about best practices in philanthropy and evaluation.
- Assist with internal communications, ensuring team members have access to relevant data and insights.

### **Qualifications/Skills:**

This role is suitable for someone who is early in their career, one to two years of experience in this field, or has transferable skills and abilities .

This role may require travel to local and regional partners, and a full driver's licence is desirable.

- Confident and proficient in capturing information and written communications
- Avid learner and open to developing new skills, approaches and abilities
- Collaborative worker, and enjoys working alongside others
- High attention to detail and strong organisational skills
- Understanding of relevant sectors or approaches in evaluation, social change, mental health and wellbeing

### Desirable

- Experience writing external communications for different audiences
- Proficiency in utilising different technology such as databases, graphic design or social media