



AUSTRALIAN HIMALAYAN FOUNDATION

VOLUNTEER JOB DESCRIPTION

Position Title: Grants and Funding Officer (volunteer)

Reports to: Head of Programs

Organisational background:

AHF was established in 2002 with its mission to improve the quality of life of the people most in need in the remote areas of the Himalaya. Working with local partner NGOs and communities is integral to AHF's development approach and its aim to help meet their priority needs through integrated improvements in education, health and the environment.

AHF was born from a foundational commitment to 'give back' to the communities that have so generously welcomed Australian and international climbers and tourists to the Himalayan region. We do this in two ways – raising funds to support education, health, environment and integrated community development initiatives, and lending expertise in the form of support and capacity building of our local partners.

AHF is committed to child protection and the prevention of sexual abuse and exploitation. The chosen volunteer will require a Working with Children Check and endorsement of AHF's Code of Conduct and Child Safeguarding Code of Conduct.

AHF appreciates and relies on the dedication of our volunteers who support our small team of paid staff. Our volunteers have many reasons for joining our team, primarily support of and commitment to AHF's mission and work, as well as the opportunity to build experience and networks, while providing support for disadvantaged communities in the Himalayan region.

Key responsibilities and tasks of the role:

This volunteer role will support AHF Programs and Fundraising staff to monitor and seek grant funding opportunities to ensure that applications can be submitted in a timely manner. AHF's work is dependent on fundraising revenue and as a small team, we are seeking assistance to grow this revenue

to maintain and provide additional support to our partner organisations and communities in the Himalayan Region.

The key tasks of the role will be:

1. To grow and maintain a spreadsheet/database of grant and other funding opportunities that are relevant to AHF's work. The information to be collected includes name of grant, short description, funding amount, deadlines and relevant internet and Drive links
2. To undertake research on grant funding opportunities and populate the spreadsheet
3. To prepare a regular (weekly or fortnightly) email or Word doc update on upcoming grant funding opportunities for AHF staff
4. To support preparation of grant funding proposals, as required and directed by AHF staff
5. If AHF is successful in obtaining grant funding: add reporting requirements and deadlines to grant funding spreadsheet/database
6. To prepare reports and donor communications, as needed and directed by AHF staff
7. To assist with correct filing of grant-related documentation on our shared Google Drive

Skills and Attributes Required:

- Excellent internet and other research skills
- Excellent Microsoft Excel skills with the ability to prepare clear and searchable databases/spreadsheets
- Strong communication skills in English
- Knowledge of Google Drive or willingness to learn
- Familiarity with and interest in AHF's work, international development, grant funding, and/or grant proposal development
- Ability to work independently and make clear decisions about which opportunities are appropriate and relevant for AHF

Required Commitment:

This is a volunteer role.

A minimum weekly commitment of 5-8 hours is required. We ask that you commit to the role for at least 6 months.

This work can be done remotely; however, if the volunteer is local to Sydney, it would be helpful if you were available to meet at our office in Crows Nest, Sydney, if needed, particularly during the initial period, to learn more on the job role and meet with staff.

Contact AHF on info@ahf.org.au to find out more or to apply for this role.