

Adviser, Tenders, Grants and Growth

Strategy, Advocacy & Engagement

April 2026

Agreement

Signed–Manager

Signed–Employee

Date

Date

1. Overview of Wesley Mission

Wesley Community Services Limited, a company limited by guarantee pursuant to the Corporations Act 2001, is a Public Benevolent Institution operating as Wesley Mission to conceive, develop and deliver services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in Word and deed.

Our vision is: "...doing all the good we can because every life matters".

Out of Christian love and compassion we are driven by Soft Hearts: Open Hands: Sharp Minds (and) Hard Feet.

Our strategic plan is based on four key directions, namely:

- Deepening our Word & deed
- Claiming our prophetic voice
- Extending our impact
- Strengthening our organisation.

The range of community services we provide is amongst the most diverse of any Australian organisation. We are one of the largest community services organisations operating in NSW and the ACT, our work extending to other states and territories through our work in suicide prevention.

2. Overview and purpose of Strategy, Advocacy & Engagement

The purpose of Strategy, Advocacy & Engagement is to enable Wesley Mission to exercise its prophetic voice, advance its strategic priorities by shaping the systems that impact the people we serve, strengthening the organisation's influence, and supporting our services to achieve sustainable, long-term impact.

It achieves its purpose by leading a coordinated, organisation-wide approach to strategy and business planning; policy development and reform advocacy; government relations and political engagement; stakeholder and alliance development; campaigns and public positioning — ensuring that Wesley Mission speaks with one clear, credible and values-driven voice, and that our influence directly supports service delivery outcomes, funding sustainability and long-term impact.

Services include : organisational strategy and business planning; strategic advocacy and campaigns to address systemic drivers of need; government relations and political engagement to support service priorities and reform agendas; policy development, research and submissions informed by service data and lived experience; stakeholder, alliance and partnership development to strengthen impact and reach; public affairs, media and issues management aligned to organisational priorities; movement building, community mobilisation and supporter engagement; and organisational positioning, key narratives and strategic messaging.

Its work is inspired by the organisation's vision, guided by its mission, informed by its strategy and underpinned by its values.

3. Purpose of role

The purpose of the role is to support Wesley Mission's Impact & Growth function by preparing high-quality funding submissions and growth proposals that secure government revenue and support scalable impact.

The role is responsible for drafting and coordinating grant, tender and commissioned funding submissions for government and related funders, excluding philanthropic and fundraising streams. This includes working closely with service experts, Impact & Outcomes, and growth leads to translate service models, outcomes and evidence into clear, compelling submission content.

The role also supports revenue growth and productisation activity by drafting proactive pitch documents and proposals outside formal tender processes, contributing to Wesley Mission's efforts to diversify and grow non-philanthropic revenue.

4. Relationships

Reports to:	Head of Impact & Growth
Key relationships:	Senior Adviser, Service Design & Productisation Senior Business Analyst, Outcomes & Impact Strategy & Policy Team Adviser, Government Engagement Campaign Lead - Gambling Reform Community Services Division Marketing & Fundraising Division Finance Division Legal & Risk Teams
Industrial instrument:	SCHADS Award (Social, Community, Home Care and Disability Services Industry Award) Level 6

5. Major role responsibilities

- Draft and coordinate high-quality government grant, tender and commissioned funding submissions in line with agreed priorities, timelines and governance processes.
- Translate service models, outcomes, evidence and delivery approaches into clear, compelling and compliant submission content.
- Monitor funding environments and actively identify relevant grant, tender and commissioning opportunities aligned to Wesley Mission's strategic and growth priorities.
- Work closely with service subject matter experts, Impact & Outcomes and growth leads to coordinate inputs, refine narratives and ensure accuracy and consistency across submissions.
- Support the preparation of proactive pitch documents and proposals outside formal tender processes, including opportunities that support productisation and scalable growth, which may include philanthropic funding pathways.

- Assist with funding pipeline activity by tracking opportunities, deadlines and submission requirements and contributing to internal coordination.
- Contribute to bid planning activities, including development of submission structures, workplans and timelines, under the direction of the Head of Impact & Growth.
- Support quality assurance processes for submissions, including review for clarity, compliance with guidelines and alignment with organisational positioning.
- Assist in maintaining submission templates, tools and content libraries to support efficient and high-quality bid development.
- Liaise with internal stakeholders to gather required documentation, approvals and supporting materials in line with governance requirements.
- Support post-submission activities, including clarifications, feedback capture and continuous improvement of submission approaches.
- Work collaboratively with Marketing where required to support alignment between growth proposals, value propositions and organisational messaging.
- Contribute positively to a collaborative, high-performing Impact & Growth team and support continuous improvement of funding and growth practices.
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6. Professional responsibilities

- Support and work in a way that is consistent with the organisation's mission of continuing the work of Jesus Christ in Word and deed.
- Ensure your own health and safety and the health and safety of others by behaving safely at all times in relation to work. Report hazards and incidents to your supervisor and in accordance with the organisation's Work Health & Safety Management Framework Manual, related safety policies and procedures and site/service procedures. This includes taking part in safety consultations and safety investigations within your service to help resolve them in a timely manner.
- Comply with mandatory requirements for the role including completing all mandatory training required by the organisation.
- Comply and cooperate in good faith with all legislative, regulatory, policy and procedure requirements pertaining to your work.
- Act in good faith in the organisation's best interests, exercise due care and skill in your work, follow reasonable directions, maintain honesty and integrity and the trust and confidence of the organisation, and a positive reputation of the organisation.
- Attend functions, meetings, seminars, training courses and events as required by your supervisor.
- Participate at least annually in the Contribution and Development Plan process for your role for recognition, compliance and development.
- Demonstrate a collaborative, enterprise-wide mindset and actively support teams across Wesley Mission to achieve shared outcomes.

7. Performance Measures

Performance expectations will be set during probation. Thereafter performance measures will be agreed as part of your personal Contribution and Development Plan.

8. Selection criteria

To be successful in this position, you must possess the following:

Demonstrated behaviours

- Conduct consistent with the organisation's Code of Conduct and:
 - Work in accordance with the organisation's Vision, Mission and Values.
 - Value people through kindness, respect, care and support.
 - Foster trust through honesty, integrity, reliability and fairness.
 - Demonstrate personal accountability including in your conduct, compliance, commitment, performance and quality of the service you provide.
 - Contribute to a positive and highly engaged work environment through a positive manner and being a good colleague, collaborator and team player.
 - Demonstrated ability to work collaboratively across teams and functions to support shared organisational goals.
 - Professional judgement, discretion and respect for confidentiality when handling sensitive information.

Essential skills/knowledge

- Demonstrated experience preparing government grant, tender or commissioned funding submissions within a not-for-profit, community services, government or related context.
- Strong written communication skills, with the ability to draft clear, structured and persuasive submission and proposal content.
- Practical understanding of government funding guidelines, compliance requirements and assessment processes.
- Ability to translate service models, outcomes information and technical input into accessible, funder-focused narratives.
- Experience coordinating inputs from multiple stakeholders and managing competing deadlines.
- Strong attention to detail, including the ability to ensure accuracy, consistency and compliance in submissions.
- Organisational skills to monitor opportunities, manage submission timelines and track documentation requirements.

- Ability to work collaboratively within a team and across service portfolios in a complex organisational environment.
- Sound judgement and professionalism when working with sensitive or time-critical funding information.

Desirable skills/knowledge

- Experience in a not for profit or community service organisation.
- Exposure to government commissioning, procurement or tender environments.
- Experience supporting proactive proposals or pitch documents outside formal tender processes.
- Exposure to outcomes frameworks, evaluation or evidence-based practice.
- Exposure to, or familiarity with, Wesley Mission's program areas, service portfolios or advocacy priorities.

Training and qualifications

Tertiary qualification in a relevant field (e.g. service design, social sciences, public policy, business, human-centred design or similar), or equivalent experience.

- NSW Driver's License

Agreement

In signing page one, I confirm I have read, understand and agree to work in accordance with this position description. I also understand that this position description is not exhaustive and agree to comply with all reasonable requirements of me in addition to those specified in the position description.