

Volunteer Role Description

At North Richmond Community Health we welcome volunteers who share our vision and want to contribute to our Strategic Priorities 2024-27.

Our Vision is to enhance lives and strengthen community.

Our purpose is to pursue care solutions with a strong focus on addressing health inequity.

Our Strategic Priorities 2024-27 are to:

- Enable affordable and sustainable healthcare solutions that foster connection and community.
- Be a safe place for harm reduction and addiction services.
- Advocate for the rights of the residents of the North Richmond Housing Estate to be respected and upheld.
- Create a thriving organisation and workforce.

The Values we bring to our work are:

- Making a difference •
- Being courageous •
- Working together •
- Embracing diversity •

Volunteer Role Title	Administration – Grants Writing Support Volunteer
Reports to: (position and name)	The role operates across the Healthy Communities Team within the Community Services Department. The role reports to the Manager of Healthy Communities
Hours: (day, shift duration, frequency)	Times and days to be negotiated with the successful candidate. Ideally, a regular shift day/s and times with flexibility to accommodate grant submission timelines.
Location:	North Richmond Community Health 23 Lennox Street, Richmond, Vic. 3121 Potential for remote work as agreed with supervisors.
Purpose of the role:	Your role will contribute to the Community Services Department and the NRCH Strategic Priorities: <ul style="list-style-type: none"> • To enable affordable and sustainable healthcare solutions that foster connection and community, and • Contributing to a thriving organisation and workforce. <p>You will do this specifically by supporting the grant writing process for the Community Services Department. This role will:</p> <ol style="list-style-type: none"> 1. Contribute to the sustainability and growth of community programs across NRCH.

	<ol style="list-style-type: none"> 2. Increase NRCH’s capacity to deliver programs that improve health equity, community well-being and social connections for our community.
<p>Duties:</p>	<p>Under the guidance and supervision of your supervisor, your role will include:</p> <ol style="list-style-type: none"> 1. Drafting funding submissions and completing all organizational background details. 2. Liaising with the program manager to ensure that the submission meets required selection criteria and focus, and NRCH strategic priorities. 3. Sourcing additional evidence and information to strengthen submissions as requested by your supervisor. This may include program data, community needs analysis, and organisational information. 4. Undertaking literature reviews. 5. Monitoring and keeping to submission key dates and timeframes. 6. Contributing in meetings, and to project development activities as appropriate 7. Refining and updating program information, (such as impact, demographic data) in preparation for future submissions 8. Keeping accurate records of your volunteer hours and submitting these to the Volunteer Services Coordinator. 9. Actively participating in discussions with your supervisor/s about the role and offering ideas, and suggestions for improvement.
<p>Selection Criteria - Essential</p>	<ul style="list-style-type: none"> • Demonstrated ability to contribute to successful funding submissions. • Demonstrated ability to respond clearly, succinctly and persuasively to guidelines and selection criteria. • Good communication skills both verbal and written. • Competent user of the Microsoft office suite. • Strong organizational and time management skills to complete activities by non-negotiable times. • Ability to work autonomously once the project is understood, and collaboratively with the team. • Willingness to ask for clarification in a timely manner. • Reliable, keen eye for detail, flexible • Ability to identify and communicate efficiently any barriers to completing a submission or associated activity within the time as agreed with your supervisor. • Understanding of, and commitment to health equity, community well-being, and culturally safe practice



Selection Criteria - Desirable	Understanding of health promotion principles and the social determinants of health Experience in a community health setting and/or similar role
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Conditions of appointment:

- Clear National Police Check
- Valid Working with Children Check
- When required, clear International Police Check
- Commitment to comply with NRCH policies and procedures, and Code of Conduct
- Representing NRCH in a way that reflects our values and supports our vision.

This is a volunteer role and does not mean that you will be offered a paid position.

Volunteer declaration:

I have read and agree to undertake the duties and conditions of this volunteer role description.

Print Name:

Signature:

Date:

Role Approval – For NRCH employee to complete

Role Description Approved by (name)	Lisa Foley
Job title of parson approving the role:	Executive Manager – Community Services
Date of Approval:	22 nd May 2026