

## Position Description

### Grants and Communications Coordinator

Prepared by:

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General Manager

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<b>Title:</b>	Grants and Communications Coordinator	<b>Team:</b>	Communications and Marketing
<b>Reports to:</b>	General Manager	<b>Location:</b>	Flexible location in Australia
<b>Manages:</b>	N/A	<b>Key working Relationships:</b>	Internal: General Manager, Executive Director: Product and Strategy, Senior Tech Advisor, Head of Program Delivery and Impact.
<b>Remuneration</b>	TBC. 0.6 FTE.		

#### Our Vision

To transform the way the world learns, ensuring equitable access to quality education for all.

#### Our Mission

To equip teachers and trainers with the confidence, skills and tools to use e-learning more powerfully, so every child can access high quality education.

#### About Us

Inclusiv Education is a social enterprise that makes education technology work in all settings so everyone can learn. We support governments and development organisations to reach learners

missed by traditional educational models, and we provide e-learning solutions to overcome access and quality challenges which are designed to have impact in low-tech, low-internet or no-internet contexts.

Since 2018 we have been using education technology to increase access to quality learning across the Pacific, Asia, Eastern Europe, East Africa and Australia. We partner with organisations specialising in learning management systems (LMS) development, impact measurement, video hosting and streaming, digital curriculum and digital libraries to develop digitally inclusive, interactive and user-friendly e-learning materials. We work across the education value chain to support our partners with technical advice, evidence-based learning design based on e-learning pedagogy, and capacity building that takes into consideration each unique context.

Inclusiv Education is still in the start-up phase, working to build systems and processes to ensure quality delivery of programs. We are a team of problem solvers and are looking for people who are suited to a start-up environment, are adaptive in their work, and are passionate about using e-learning to increase access to quality education in some of the most challenging environments.

## Our values

- We are a for-purpose social enterprise that draws on the value of commercial and development sectors to deliver powerful social outcomes.
- We make low-tech e-learning beautiful, engaging, safe and successful in challenging contexts.
- We work with tools that support educational sovereignty through the local creation of content, culturally directed learning and supporting open standards.
- We build resiliency within education systems by strengthening e-learning and edtech capabilities to ensure education continuity and drive system-wide scale and sustainability.
- We harness our global network to support local approaches and become a partner of choice.
- We invest in research and development to create innovative approaches for high-inclusion e-learning in low-tech settings.

## Role Purpose

This is an exciting opportunity for a creative and motivated person to manage the communications and grants space for an international development edtech start-up.

The Grants and Communication Manager will support the General Manager with grants making and communication activities. You will focus on researching funding opportunities such as tenders and grants, and will work with other team members to lead on drafting applications as well as writing proactive proposals.

The communications part of the roles involves writing case studies and other key communication materials to highlight Inclusiv Education's work and impact, and to deliver on the marketing and communications strategy.

We are a small start-up that is still learning and growing. We are looking for someone who thrives in an agile environment, is flexible with changing priorities as we learn from both our successes and failures and is a self-starter who is able to take initiative to spot opportunities, make plans, develop goals and bring new ideas to life.

The successful applicant will be highly motivated, an excellent communicator, and is willing to step into support their colleagues in a dynamic environment.

You will make an impact by:

- Researching tender and grant opportunities,
- Ensuring high-quality and impactful applications are submitted for open tender and grant applications,
- Coordinating and developing high-quality communications materials in line with the communications and marketing strategy. This includes developing internal templates, documents, newsletters, website content and social media content.
- Liaise internally to compile program and product information required for creation of proposals, reports and communication materials.

### Personal Attributes

- Capable of working well as part of a team as well as independently.
- You are passionate about the transformative power of e-learning to increase access to quality education.
- Willingness to work in a start-up environment.

### Essential Knowledge, Experience and Skills

- Strong written and verbal communication skills.
- Prior experience working within a marketing, communications or grant making role.

### Location and Working hours:

- This position is flexible location within Australia and is work from home.
- This is an 0.6 or 0.8 FTE.