



Environmental Defenders Office

Grant Administration Lead – Position Description

EDO relies on our people to use their skills and experience to provide the best possible support to our clients and other staff. While this job description aims to outline the fundamental purpose and responsibilities of the role, the role may evolve as EDO does.

If you see a way to play to your strengths in a way that achieves EDO outcomes, please don't be limited to this list. We have important work to do and need everyone to be operating at their best.

Purpose of the position

Responsible for the administration of a large grant, including coordinating implementation. This role will work on development and implementation of internal systems and reporting required to meet the grant objectives and requirements. This role will also work with the Operations Team on continuous improvement of systems, compliance and operational design to meet EDO's grant funding obligations and goals. This role will work in consultation with the Director, Finance & Operations, the Operations Team and staff across the organisation.

Key responsibilities & duties

- Coordinate and track the implementation of the grant projects and deliverables in collaboration with the project leads.
- Brief, advise and update relevant staff on grant terms and any changes to grantor policy or requirements.
- Design and implement monitoring, measurement and reporting tools required to meet the grant requirements.
- Develop or support the development of policies, process and procedures, and training on them, required to support grant implementation.
- Facilitate procurement or obtaining of approvals as required to implement grant activities.
- Ensure completion and submission of all grant reporting and compliance, including internal communication and organisation of staff to ensure deadlines are met.
- Contribute to and facilitate review, design, implementation and testing of systems as part of the grant deliverables and supporting grant activities.
- Ensure relevant external communications comply with grant terms, working with project leads and the Fundraising, Marketing and Communications Team.
- Prepare draft financial and technical reports as requested and in consultation with Finance.
- Lead or participate in project management initiatives or opportunities as applicable.
- Act as the Point of Contact for all grant-related communication.

General

All staff have a responsibility to:

- Develop and maintain a good knowledge of EDO's role, policies and procedures.
- Represent EDO in a positive and effective manner by actively demonstrating EDO Values.
- Attend, and contribute actively and constructively at staff meetings.
- Maintain appropriate records, assist with office administration, such as files, computer and precedent systems.
- Seek opportunities for personal and professional development, particularly related to the team and position's specific areas of responsibility.
- Respond to requests by clients and fellow staff in a knowledgeable, professional, constructive and respectful manner.
- Provide accurate and timely data and information for reporting, fundraising and communications purposes.

Commitment to EDO's Values:

Commitment

- We are committed to; a united organisation, to each other, to collaboration, to justice, to our communities and to creating a world where nature thrives.
- We are committed to providing excellent legal services and resources, informed by the best available science, in order to empower clients and communities.
- We are committed to improving our planet and society.
- We care for EDO's clients and stakeholders.
- We are fearless in the face of adversity, and care for each other as we face this adversity.

Diversity

- We are respectful of and welcome diversity of staff, volunteers, offices, environmental regions, communities, stakeholders.
- We respect First Nations Peoples' knowledge and experience, and work with them to protect their country and culture.
- We acknowledge that the law has not always been just.
- We dedicate ourselves to understanding the diversity of our people and culture.
- We welcome and respect our own differences and learn from them, and collaborate to achieve our greatest potential.
- We are great lawyers and great people, with open hearts and open minds.
- We respect the different places our stakeholders come from and strive to help them, even if their worldviews don't align completely with ours.

Integrity

- We work effectively, efficiently, strategically, professionally and ethically; "justice is in our nature".
- We are truthful with ourselves and others.
- We are nonpartisan and inspire trust in our clients, stakeholders and government.
- We respect the world's resources and make maximum productive use of the resources entrusted to us.

Vision

- We lead change and environmental empowerment using innovation, creativity, and courage.
- We expand the boundaries with creativity and skill, pioneering new legal pathways to a healthier, safer world and inspiring others.
- We are inquisitive, curious and persistent: exploring new ideas and embracing change.
- We boldly challenge the status quo while providing solutions to our most pressing challenges.