



JOB OPPORTUNITY

Grant Administrator

Richmond Vale Academy is expanding its activities in ecological farming, home gardening, renewable energy and marine protection.

We seek an experienced Grants & Programmes Officer to take a lead role in quality administration and reporting on grants and projects.

The successful candidate will also coordinate the grant assessment process, ensure accurate quantitative data to inform the wider work of the organisation.

The Grant Administrator is responsible for assessing grant applications, disbursing grant monies and overseeing their proper and legal use.

The successful candidate will have experience in climate change and sustainability reporting, be accurate, and have accounting and excellent organisational skills. The candidate will also have strong communication skills, particularly in drafting accessible materials, and strong IT skills.

A minimum of two (2) years' experiences is required.

Please send your CV and a letter of motivation to stina@richmondvale.org.