

POSITION DESCRIPTION



POSITION TITLE	Housing Tenders Specialist
REPORTING TO	Grants and Funding Manager
DEPARTMENT	Organisation Capability and People
CLASSIFICATION	Common Law

THE ROLE

This role focuses on securing federal, state and local funding to grow our national portfolio of social and affordable housing. Working alongside relevant stakeholders, the Housing Tenders Specialist will lead funding rounds and fully project manage submissions, including drafting compelling tender responses and coordinating technical input from internal and external subject matter experts. The position will be instrumental in forging strategic partnerships and positioning YWCA for sustainable growth.

KEY RESPONSIBILITIES

Duties

- Leading large scale government tenders for social and affordable housing initiatives, ensuring alignment with strategic objectives and stakeholder expectations
- End-to-End project management of the full funding application lifecycle, encompassing proposal development, project coordination, documentation layout, approvals workflows, submission and post-submission follow-up, in collaboration with bid team members and external partners
- Proactive stakeholder engagement, facilitating clear and proactive communication with all team members to enhance their contributions and clarify their roles in ensuring submission success
- Research and resource development, designing and implementing standardised templates and a robust content library, with excellent version control, to continuously improve future submissions
- Provide expert support to the Grants and Funding Team, ensuring high-quality outputs and enhanced team performance across submissions
- Conduct in-depth market intelligence and scans to identify emerging government initiatives and funding opportunities that align to YWCA's Evolve Strategy 2026 (YeS2026)
- Other tasks as assigned

QUALIFICATIONS, EXPERIENCE AND ATTITUDE

- Demonstrated expertise in complex tender and submission writing roles, with a proven record of successful outcomes and strategic impact
- Experience in community housing or property development is highly desirable, with the ability to understand sector-specific challenges and opportunities
- Advanced writing and editing capabilities, including the ability to create original content from inception, conduct interviews, and refine existing materials to meet high standards
- Experience in managing funding pipelines and driving business development initiatives to achieve strategic growth objectives

Current at August 2024

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- Demonstrated excellence in project management with the flexibility to adapt to shifting priorities, work to tight deadlines and manage multiple demands effectively
- Established ability to work collaboratively across teams and effectively influence senior stakeholders to achieve organisational goals
- Proficient in utilising tech-based solutions to enhance efficiency
- This position will require the applicant to satisfactorily complete a national criminal history record check and hold the relevant state-based working with vulnerable persons permit prior to employment

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