

HR and Fundraising Senior Officer

Overview of the Position

SeeBeyondBorders is looking for someone who can maintain and enhance our human resources and who can write concise, professional and compelling prose for inclusion in grant applications, job descriptions, performance evaluations, donor reports and the like. A vibrant team player able to communicate across all the cultures that make up the SeeBeyondBorders' community, this role will give a bird's eye view of how our programs and people meet donor expectations and how donor expectations can be attuned to what we deliver.

Type of Employment	Full-time contract for a fixed term of 2 years
Place of Employment	Siem Reap or Battambang
Accountable to	Director of Development
Hours	40 hours per week with scheduled Cambodian public holidays (approximately 23 days per year) and 18 days of annual leave. This is accessible after 12 months service, or on a pro-rata basis prior to this. Occasional weekend work may be required with time off in lieu.
Salary	A competitive salary and allowances will be negotiated, commensurate with candidate's experience and qualifications.

Qualifications and experience – Required	<ul style="list-style-type: none"> - Relevant degree level qualifications in business, international development, project management or similar - A minimum of 2 years work experience writing in a professional context including writing proposals or funding applications - Complete fluency with written and spoken English
Qualifications and experience – Desirable	<ul style="list-style-type: none"> - Experience in HR management - Donor management experience - Research experience - Project and/or program management experience in a development context - Knowledge or experience in the education sector - Knowledge of budgeting and budget management - Understanding of Cambodian culture, and laws
Personal Characteristics:	<ul style="list-style-type: none"> - Results-oriented individual keen to develop the skills of others so as to help achieve those results - Team player, willing to work hard and set an example to colleagues at all levels of the organisation - Respected and respectful with a high level of honesty and integrity and a passion for empowering the most vulnerable - Innovative and creative attitude to change and improvements, with a willingness to share ideas and identify opportunities for improvement - Able to communicate and collaborate with colleagues and partners at all levels and from a variety of ethnic, social and religious backgrounds - Patience and a high frustration tolerance with an understanding that working in a developing country can be challenging at times

Responsibility for Values	Active commitment to the SBB Development Philosophy and values; Changemaker Competency Integrity Courage Respect
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Tasks and Responsibilities

HR and Administration (Approximately 20 hours a week)

- Support local managers with day-to-day HR management requirements
- Maintain close liaison and communications with SeeBeyondBorders' offices in Australia and the UK to ensure consistency of HR management requirements
- Manage HR policies, and update in line with legislation
- Work closely with the finance team for maintenance of HR records and employment contracts
- Support the Cambodian Country Manager in pay review process
- Coordination of the recruitment and induction of new staff in Cambodia
- Conduct the annual climate survey to monitor staff satisfaction and engagement
- Support the Director of Development and Leadership Team in the development of an employee value proposition
- Ensure proper maintenance of all HR records
- Coordination of annual and bi-annual staff reviews
- Support leadership team with KPI Management

Fundraising (Approximately 12 hours a week)

- Develop proposals and grant submissions for funding opportunities, including narratives and supporting documentation
- Work closely with the General Manager UK to identify potential grant funders and draft compelling proposals
- Liaise with fundraising staff in Australia and the UK, as well as operations staff in Cambodia, to provide valuable input, support and content for donor reporting
- Research fundraising opportunities in Cambodia and the Asia Pacific
- Assist with the planning, organising and implementation of fundraising events in Australia, Cambodia, the UK and elsewhere

Project Teams and Donor Visits (Approximately 8 hours a week)

- Coordinate corporate project team and donor visits including itineraries and school visits and liaise with relationship managers with respect to project teams visiting Cambodia
- Manage donors and project teams on the ground during their visits as the key point of contact. Ensure compliance with local requirements and SeeBeyondBorders' policies
- Work with the Director of Development to coordinate visits from donors and ensure they gain a full understanding of the impact of our work.

About SeeBeyondBorders

SeeBeyondBorders' primary focus is to improve education standards in Cambodia, providing children with access to quality teaching and learning at school. SeeBeyondBorders is a registered charity in Australia and the UK and operates as a registered international non-government organisation in Cambodia. Operating in two provinces in Cambodia, SeeBeyondBorders conducts programs to teach teachers, engage parents and communities to support and encourage their children to get to school. In the work we do in schools and in the way we run the organisation, our aim is to build capability within Cambodia so that ultimately SeeBeyondBorders becomes the professional development provider of choice.

SeeBeyondBorders provides improved access to quality education with four focus areas:

1: Quality Teaching - improves the quality of teaching by providing in-service professional development to existing teachers, and empowering a community of mentor teachers to provide support so that teachers embed the new skills in daily classroom activities.

2: Community Engagement - improves participation at school, helping families be better prepared to embrace education through health programmes, scholarships, and sports activities.

3: Systemic Capability - influences Government to promote effective reform policies and see them implemented through to at a grass roots level.

4: Strengthening Support – continues the development of a solid, efficient organisation to help rebuild the education system.

Our primary focus is in the rural areas of Battambang and Siem Reap provinces. In each area, our Quality Teaching programs form the lead initiative and are supported by our Community Engagement and Systemic Support programs according to individual school development plans, community needs, and systemic requirements.

Currently we work in 89 schools, with approximately 459 teachers in our programs, who teach and educate more than 13,500 children.

Applications for HR and Fundraising Senior Official

Applications addressing the specific requirements in this Job Description should be submitted by email to hr.cambodia@seebeyondborders.org. Applications close on Friday the 12th of October

More information and enquiries

Enquiries about this role, or about the SeeBeyondBorders organisation should be directed initially to hr.cambodia@seebeyondborders.org

Further information about SeeBeyondBorders is available at

Web www.seebeyondborders.org
Facebook www.facebook.com/SeeBeyondBorders
Blog seebeyondborders.wordpress.com
Twitter www.twitter.com/seebeyondborder

The successful candidate will be offered the role subject to a Working with Children Check and acceptable references. You will also be asked to sign our Vulnerable Persons (including children) Protection Policy and our Code of Conduct.

We look forward to hearing from you!