



Hal Far Outreach Vacancy Fundraiser

Hal Far Outreach is a non-profit organisation that helps to empower those who seek refuge in Malta, with a specific focus on the people who are residing in and around the Open Centers in Hal Far. Hal Far Outreach aims to foster social inclusion and to improve the terms on which migrants, asylum seekers and refugees in Malta take part in society. Through a range of activities and services, Hal Far Outreach provides the tools and information needed to navigate the complexities of migration and integration in Malta and beyond.

Volunteer Opportunity

Location : Remote or Malta

Department : Grants & Project Development

Duration : 3 - 6 months

Start Date : ASAP

Hours Per Week : 5 - 15hr/pw

Language Required : Excellent command of English - Maltese, French and/or Arabic highly desirable

Application Deadline : 30/09/2021

Terms of Reference

Hal Far Outreach is recruiting a Grant Writer for our Grants & Project Development team. This role requires at least three months commitment to HFO, where the recruited volunteer will be responsible for identifying funding opportunities and draft proposals.

Description of Duties and Responsibilities

- Draft grant proposals, to include timeline and budget.
- Organize meetings with coordinators to assess funding needs.
- Identify relevant funding pools to apply for funds.
- Monitor calls for grants and draft relevant applications as appropriate.
- Coordinate submissions for funding - funding applications, grants.

Minimum Qualifications and Experience .

Essential Skills and Qualifications

- Demonstrated experience, either paid or voluntary, in grants.
- Excellent command of the written English language, with confidence to write grant proposals;
- Competent in the use of Microsoft Office;
- Understanding of the political and social climate of migration within Europe. Knowledge of the situation in Malta is considered an asset;
- Genuine commitment to the operations, values and mandate of Hal Far Outreach.



Competencies

- Ability to maintain effective working relationships with people of diverse backgrounds, cultures and nationalities;
- Positive attitude and strong analytical, interpersonal and communication skills;
- Professional discretion and rigorous respect for confidentiality.

General Information

HFO staff and complementary personnel are expected to uphold the highest standards of integrity, neutrality and impartiality at all times. This includes respect for and commitment to human rights, diversity, and non-violent means of dealing with all kinds of conflict. Only persons who fully and unconditionally commit to these values should consider applying for the vacancy with HFO. HFO is an equal opportunity employer and welcomes applications from both women and men. HFO encourages applicants with lived experience of displacement.

HFO will not be responsible for the costs of travel, visa, accommodation, or any other costs related to the placement. All costs connected with a volunteer participation must be borne by the volunteer, including arrangements for travel (including to and from the office), visas, accommodation, etc. Applicants will be solely responsible to secure visas. At the stage of acceptance of vacancy, volunteer must prove to the satisfaction of HFO that they have adequate medical and accident insurance coverage prior to commencing the placement.

Please note that HFO does not charge fees at any stage of the application process.

Application Process

Please send a cover letter to info@halfaroutreach.org along with your CV. If successful, you will be invited to an interview via Zoom.