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| **POSITION DESCRIPTION** |

Title: Grant Coordinator

Tenure: 2 years permanent part time with possible extension

Hours: Minimum 15 hours per week

Probation Period: 3 months

Award: Social, Community, Home Care & Disability Services Industry Award

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| **ABOUT BORDER TRUST** |

Border Trust is the Community Foundation for Albury Wodonga Region. We are 100% local, and independent, on a mission to establish a perpetual and substantial fund that benefits our local community. [www.bordertrust.org.au](http://www.bordertrust.org.au)

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| **POSITION CONTEXT** |

The Grant Coordinator position has been newly created to scale-up Border Trust’s operational capacity and enable efficient and effective delivery of our grant programs, including:

* 2019/2020 Bushfire Disaster Relief Grant Program
* Border Trust’s Annual Community Grant Program

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| **SCOPE OF POSITION** |

The Grant Coordinator will play a key role in the effective implementation of Border Trust’s grant-making activities with a strong focus on the successful delivery of outcomes for bushfire affected communities, community organisations, granting partners, other funding bodies and the people of the Albury Wodonga Region.

Flexibility and open communication will be required from the applicant and Border Trust in terms of specific workdays and hours to meet the needs of the position and peak work periods.

Key tasks and responsibilities include:

**2019/2020 Bushfire Disaster Relief Grant Program**

* Consult with the community, local Government, stakeholders and not-for-profit organisations to identify community priorities
* Develop internal granting guidelines including mission, aim and focus areas in consultation with the Executive Officer and Board representative/s
* Develop external granting guidelines and open granting round/s in line with internal and external consultation and identified community priorities

**Community Grant Program**

* Coordinate Border Trust’s annual Community Grant Program including distributions from Grant Partners, Named Sub Funds and funds held
* Develop annual internal granting guidelines including mission, aim and focus areas in consultation with the Executive Officer and Board representative/s
* Develop external granting guidelines and open granting round/s in line with internal and external consultation
* Build and maintain relationships and connect the recipient community more broadly
* Assist the Executive Officer & Board to identify additional grant partnerships

**General**

* Develop and induct an internal grant committee
* Provide guidance and input to grant committee review and selection meetings
* Develop recommendations to the Border Trust Board for ratification
* Connect people and ideas to bring about the best possible outcomes
* Provide day to day administration of the grant program including CRM data base, preparation of grant agreements and all required contact
* Provide content for stakeholder reporting requirements, to the Executive Officer or directly, as required.
* Provide grant story content for social and traditional media, website and newsletters
* Ensure all recipient milestones are met including mid-term reports and acquittals
* Build and maintain relationships and connect the recipient community more broadly to Border Trust
* Maintain relationship with established stakeholders and grant partners
* Assist the Executive Officer & Board to identify additional support

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| **ORGANISATIONAL RELATIONSHIPS** |

Reports to: Executive Officer

External Liaison: Community Organisations, Media, Stakeholders, Board Members, Staff & Volunteers

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| **KEY SELECTION CRITERIA** |

**Essential**

* Experience in administering grant programs and/or a not-for-profit organisation in an administrative role
* Demonstrated ability to work with a high level of accuracy and efficiency with exceptional attention to detail
* High level written and verbal communication skills
* Ability to problem solve, assist grant-applicants with enquiries and a willingness to provide assistance across the organisation when required
* Demonstrated experience working in an environment with competing stakeholder expectations and varying deadlines
* Excellent literacy and numeracy skills and demonstrated ability to complete work at a high standard
* Ability to build rapport and be approachable
* Ability to work autonomously and with initiative and to collaborate effectively with other staff and Board
* Excellent time management and organisational skills
* Capacity to travel within the region
* Ability to be flexible and to plan and prioritise workload to deliver outcomes within allocated hours
* Demonstrated intermediate skills in the Microsoft Office suite

**Desirable**

* Demonstrated experience working with Customer Relationship Management databases
* Knowledge of and demonstrated skill in basic project management
* Demonstrated experience working in or with rural and regional communities and understanding issues specific to these areas

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| **KEY PERFORMANCE INDICATORS** |

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| Community Engagement | * Effective liaison with, develop and maintain effective relationships with all stakeholders including funding bodies and granting partners * Effective engagement with community to understand their priority needs * Connect people and ideas |
| Grant Management | * Produce clear and accessible grant information and application processes for applicants * Provide guidance to applicants, the grant committee and grant partners * Ensure compliance and eligibility of applicants * Coordinate all community grant rounds and processes including grant applications, agreements and acquittals * Evaluate effectiveness of individual grants and programs * Evaluate effectiveness of grant processes |
| Compliance | * Ensure eligibility and compliance of applicants and charitable projects |
| Stakeholder Relationships | * Develop and maintain stakeholder relationships |
| Organisational Management | * Maintain administrative processes as they relate to grant programs * Develop the use of CRM as a grant management tool * Provide reports and content as required to the Executive Officer, Board and stakeholders |

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| **ADDITIONAL FEATURES OF ROLE** |

* Flexibility in hours of duty will be required for community liaison and other activities conducted before and after hours
* This position involves contact with a range of people and organisations both locally and around the region. Some travel will be required
* A willingness to undertake ongoing professional development to enhance performance within the role is expected