

POSITION DESCRIPTION

POSITION: Grants Administrator

DATE: February 2020

LOCATION: Keswick

REPORTS TO: CEO

EMPLOYEE'S SIGNATURE: _____

EMPLOYEE NAME: _____

ROLE OVERVIEW

Variety - the Children's Charity supports children who are sick, disadvantaged or have special needs. Variety's main form of support is through a successful grants program providing funding for equipment and support to individual families and to children's organisations such as schools and hospitals.

Reporting to the CEO, the Grants Administrator is responsible for the administration of Variety SA's grants program. The Grant Administrator will work with the Variety SA Team, committee members, board members, volunteers, potential and current partners, event sponsors and supporters to add value to the grants program so as to ensure we maximise our Strategic Goals to ensure the support of as many children as possible get a fair go in life.

The Grants Administrator plays a pivotal role in the administration of this program. They are the first point of contact for the families and organisations we help and provide regular information and an ongoing touchpoint to this important group. They also work closely with the Grants Committee to provide administrative support to enable the committee to make sound decision-making in line with Variety's core values and objectives.

PRINCIPAL ACCOUNTABILITIES

Values and Behaviours	<ul style="list-style-type: none"> • Demonstrate the values of equality, community, action and joy in all interactions internally and externally • Fulfil the role in line with the agreed behaviours that deliver on our values
Grants Administration	<ul style="list-style-type: none"> • Provide organisational and individual grant administration support. • Provide scholarship administration support. • Provide administrative support for our kid's events under the Variety in Action Committee, including volunteer administration. • Understand Variety's interaction with and understanding of the child/youth sector

	<ul style="list-style-type: none"> • Reviewing applications and assisting with seeking information and support documentation in completing grant files for Committee consideration. • Utilisation of internal systems to manage grants.
Facilitating Support	<ul style="list-style-type: none"> • Provide information to families and organisations about support available and events and activities. • Coordinate families' and grant organisations involvement in various Variety kid's events, presentation and opportunities within the Variety framework. • Liaise and maintain strong connection and support for the families, communicating through emails, letters, phone calls and face-to-face
Relationship Management	<ul style="list-style-type: none"> • Work collaboratively with all internal and external contacts, to promote the work we do within Variety and externally to gain traction for upcoming activities and strategies. • Stakeholder engagement with internal and external contacts such as subject matter experts, community organisations, donors, partners, supporters, fundraisers, volunteers, suppliers, families, Board and internal staff to maintain effective communication at all times. • Nurture and maintain existing relationships for future growth and development of Variety. • Provide administrative support in the development of presentations and proposals to showcase the work we do for kids.
Teamwork	<ul style="list-style-type: none"> • Be supportive and encourage others in the team • Help to build co-operation by setting an example and showing a flexible responsive and adaptable approach to delivering personal and team tasks and results • Contribute to building team morale as an active participant
Research and Recommendations	<ul style="list-style-type: none"> • Identify approaches to all aspects of granting that leverage Variety resources and provide economies of scale • Sourcing political/industry information to ensure Variety is at the forefront of the work we do
Networking and Professional Development	<ul style="list-style-type: none"> • Maintain positive relationships with key contacts • Exchange information with the team collaboratively • Develop a mutual knowledge base and understanding with staff in other departments which can be drawn upon in the future • Keep up-to-date with current and relevant Local, State and Federal Family, Health and Disability services available and maintain a comprehensive database of community care sectors, including funding and policy protocols, accreditation, standards and processes • Attend/participate in relevant meetings, events and forums
Results focused	<ul style="list-style-type: none"> • Setting high standards of performance for self and others • Assuming responsibility and accountability for successfully completing assignments or tasks as required • Reporting against the strategic plan

Other accountabilities	<ul style="list-style-type: none"> • EEO and WH&S – responsible for ensuring compliance with all Equal Employment Opportunity and Workplace Health & Safety requirements and keeping the workplace safe and hazard free at all times • Perform other reasonable duties as required • Some evening/weekend work may be required • Attend and assist with Variety events in a staff capacity • Ensure Variety is promoted in a positive manner at every opportunity. • Adhere to current Working with Children regulations
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KEY SKILLS and COMPETENCIES REQUIRED

- Passion for making a difference to South Aussie kids and their families
- Ideally experience in the support sector and/or not-for profit sector
- Proven strong administrative, organisation and coordination skills
- High level of integrity and ability to maintain confidentiality
- A demonstrated proactive customer service attitude
- Excellent verbal communication and interpersonal skills, including the ability to develop trust and maintain flourishing working relationships
- Knowledge of measuring social outputs and outcomes
- An ability to show empathy and work sensitively with families whose children we are assisting
- Demonstrated knowledge of databases and Microsoft office programs
- Working with Children Check
- Eligibility to work in Australia on a permanent basis
- Current Driver’s License

Please note that the responsibilities outlined in this position description are not exhaustive, and only an indication of the work of the role. Variety may direct you to carry out duties which it considers are within your level of skill, competence and training.

Variety SA welcomes applications from persons with diverse backgrounds and/or disabilities.

EMPLOYEE’S SIGNATURE: _____

EMPLOYEE NAME: _____

SUPERVISOR’S SIGNATURE: _____

SUPERVISOR’S NAME: _____

<i>Approved by the CEO: Mark McGill</i>	<i>Date: 20 February 2020</i>
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