



POSITION TITLE:	Community Grants and Programs Officer	CLASSIFICATION:	Band 6
REPORTS TO:	Team Leader Community Programs	CONTRACT:	Permanent Full Time
DEPARTMENT:	Connected Communities		

OUR STRATEGIC CONTEXT	
 PURPOSE	Our organisation is accountable, sustainable and delivering effective services to our community.
VISION	Our community is a safe, inclusive and creative city that celebrates and embraces its vibrancy of cultures.
VALUES	Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.
COUNCIL PLAN	A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.

HOW YOUR ROLE CONTRIBUTES
As the Community Grants and Programs Officer, you will lead the annual review and implementation of the Community Grants Program, including reviewing, implementing, and ensuring compliance with Community Grants Program Policy and Guidelines. Leveraging the opportunities to build community capacity and financial sustainability of community groups is an important component of the role. As a valued team player, you will contribute to the broader team assisting to deliver strategic plans, events and programs to progress social justice and enhance community health and wellbeing.

RESPONSIBILITIES	KEY OUTCOMES
Community Grants Program	<ul style="list-style-type: none"> Annually review and deliver all aspects of the Community Grants Program including Community Grants Policy, Guidelines, Grants Operating Manual, Assessment Manual, application forms, recommendations, funding agreements, distribution, and acquittal accountability processes. Proactively engage with grant recipients, monitor needs, and provide feedback and reports to management and / or Council relating to advocacy needs, risk exposures and continuous improvement. Implement a range of equitable, accessible communication and engagement approaches in promoting grants. Participate in grant networks and actively monitor external grants programs to identify and recommend process and program improvements.
Community Capacity Building	<ul style="list-style-type: none"> Deliver an education program to diversify community grant applicants including distributing grant opportunities and assisting grant applicants and current recipients' source alternate funding or revenue opportunities for sustainability and / or growth. Deliver agreed community awareness raising programs, events and reports relating to Council strategies (e.g. Community Safety Plan, LGBTIQ+ Action Plan, Ageing Well Action Plan, and so forth). Work with the team to develop and maintain community partnerships and programs that build capacity and meet community need. Assist the team to deliver Annual Volunteer Awards, Volunteer Expo, Community Networks, and other priorities identified by the Team Leader.
Administration and Corporate Responsibilities	<ul style="list-style-type: none"> Prepare relevant reports, agendas, minutes, and other administration. Convene and administer the Community Grants Assessment Panel. Update Council's website information and promotional material relating to Community Grants. Maintain Grant processes and documentation in compliance with Internal Audit requirements. Maintain awareness and compliance with relevant OHS legislation, Council policies and procedures.

KEY WORKING RELATIONSHIPS	
 Direct reports:	Nil.
Internal:	Whole of Council.
External:	Community Grants applicants, including but not limited to, community groups, community service organisations, emergency service agencies, community health services, sporting clubs, neighbourhood houses, senior groups, schools.

REQUIRED SKILLS AND COMPETENCIES

Accountability and extent of authority	<ul style="list-style-type: none"> Will contribute to Policy development and/or review relevant to Community Grants and Programs. The freedom to act in this position is determined by policies, guidelines and procedures, Council's Delegations of Authority, with regular supervision by the Team Leader Community Programs.
Judgement and decision making	<ul style="list-style-type: none"> Judgment and decision making will be based on previous experience and Council's policies, procedures and guidelines. When dealing with customers, the Officer is required to exercise discretion and sensitive situations are referred to the Team Leader Community Programs for advice or decision. Problem solving is required using the Officer's knowledge and previous experience. This may involve the application of these techniques to new situations. In some situations, the incumbent will need to resolve issues not previously encountered by using research skills and creativity. Guidance and advice is usually available within the time to make a choice.
Specialist knowledge and skills	<ul style="list-style-type: none"> Grant management experience in local government or community services preferred. Strong administration, communication, and written skills to convey information clearly and concisely. Ability to thrive under pressure, prioritise work, manage time and apply set guidelines and policy. Demonstrated experience delivering community projects on time and within budget.
Interpersonal skills	<ul style="list-style-type: none"> Well-developed written skills to enable the preparation of clear and concise reports, correspondence, and submissions. Well-developed presentation, negotiation & facilitation skills. Ability to liaise and work cooperatively and effectively with all staff and relevant stakeholders.
Qualifications and experience	<ul style="list-style-type: none"> A tertiary qualification and experience working in community development or similar is required. Experience working in local government or not-for-profit sector is desirable. Proficient in use of technology with Smarty Grants systems experience desirable including an ability to instruct applicants in its use.

WHAT WE ARE ALL RESPONSIBLE FOR



Workplace Health, Safety and Wellbeing:	We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.
Diversity, Equity and Inclusion:	We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.
Code of Conduct:	We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.
Service Promises:	We Empathise We are Responsive We are Transparent We are Consistent We Follow Through
Safeguarding Children and Young People:	We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers and Councillors have a legal and moral obligation to keep children safe and promote their best interests.
Sustainability:	We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

Review date: