## **Position Description: Capacity Building and Grants Officer**

**PRIMARY ROLE STATEMENT**

Our purpose is to provide valuable services that strengthen and support the Cumberland Community.

Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

This position will utilise high level community engagement skills to work with community organisations, local residents, stakeholders and Council staff to implement key programs and projects. The position will also oversee the development, implementation and review of Council's financial assistance programs.

**KEY DUTIES AND RESPONSIBILITIES**

**Management, Administration and Continuous Improvement of Financial Assistance Programs**

1. Undertake research analysis to identify community needs and develop and coordinate projects in partnership with the community that respond appropriately to these needs.
2. Administer and manage Council’s Community Grants Program, Clubs for Cumberland ClubGRANTS Scheme and the Stronger Communities Fund Community Grants Program. This includes planning, marketing, application and assessment processing, payment processing, project monitoring and evaluation.
3. Participate in a team approach to administration of financial assistance programs.
4. Develop written communication including promotional material, correspondence, funding applications and presentations relating to the community grants program, local community needs and the demographic profile of Cumberland.
5. Undertake community consultations and/or research to assess the needs of designated target groups as required.
6. Contribute to the development and review of the Cumberland Grants Administration Manual.
7. Undertake and implement findings of an annual review of the Cumberland Community Grants Program and Clubs for Cumberland ClubGRANTS Scheme.
8. Periodically review Council’s Community Grants and Donations Policy to ensure it reflects legislation, probity principles and best practice.
9. Ensure relevant data, records and documentation is regularly maintained and up to date to allow accurate and timely reporting as required.

**Capacity Building of Cumberland Community Sector**

1. Support the development of the Cumberland community sector to improve service delivery coordination and enhance partnership development throughout the Cumberland LGA.
2. Develop and implement projects in partnership with the community, local businesses, local organisations, institutions and government bodies that improve the capacity of the community sector to respond to the needs of the Cumberland community. This includes assisting with the development of grant applications for projects and facilities that address local community needs.
3. Identify and promote grant opportunities across Council and the community sector including development and distribution of the monthly Cumberland Grants Bulletin and maintaining the internal Cumberland Council Grant Seeking Register.
4. Identify, develop, coordinate and present training and information sessions on developing grant applications, implementing, monitoring and evaluating projects.
5. Communicate up to date information about the demographic profile of the Cumberland LGA, current Council projects and strategic planning documents.
6. Undertake professional development and keep up to date with developments in both grants management and community development practices to ensure Council’s approach is based on best practice techniques and current research.
7. Lead the planning and implementation of sector development initiatives including a training and capacity building program.
8. Coordinate Council’s Grants Support Program by mentoring staff to provide tailored support to organisations to develop, implement, monitor and evaluate projects funded by Council’s Community Grants Program.
9. When time permits, assist in writing Council’s grant applications for projects which meet needs identified by Council.

**Coordination of the Cumberland Community Sector Initiatives**

1. Lead the planning, implementation and evaluation of of sector development initiatives.
2. Develop and undertake community engagement initiatives to promote collaboration and develop and maintain effective partnerships.
3. Provide up to date information about the demographic profile of the Cumberland LGA, current Council projects and strategic planning documents.
4. Provide capacity building support to community organisations and groups to develop and implement grant funded projects.
5. Advocate for the local community in response to unmet community needs and issues.
6. Undertake professional development and keep up to date with sector development approaches and community development practices to ensure Council’s approach is based on best practice techniques and current research.

**Performance Planning Accountabilities & Other Duties**

1. Develop, manage and report on the cost effective and efficient provision of services within area of responsibility consistently within budget and corporate objectives.
2. Ensure that financial accounts and reports provide the essential elements of transparency and accountability.
3. Effectively manage time, set priorities and undertake delegated tasks autonomously with minimal supervision.
4. Ensure the delivery of quality customer service in all dealings with the community.
5. Deal effectively with complaints or feedback from individuals, community groups and service providers to ensure complaints or suggestions are responded to appropriately and long term solutions are established.
6. Complete accurately and timely reporting on a monthly, quarterly and yearly basis.
7. Ensure that all requirements of funding bodies are actioned within required timeframes, including program monitoring and reporting.
8. Ensure that work is undertaken within/according to established work plans.
9. Contribute to actions and targets in the Operational Plan and Business Unit Plan.
10. Assist in the efficient operation and work on joint initiatives to support the Capacity Building Team, Community and Place Unit and Community Development Directorate.
11. Other Duties as Directed by the Community Projects Team Leader, Executive Manager Community and Place and Director Community Development.

**Child Safe Organisation**

This position is designated as child related. Applicants will need to provide suitable identification and personal details and a valid Working with Children Check Clearance Number must be submitted with your application. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.

**Fraud and Corruption Prevention**

* Comply with Council’s ethical conduct, risk management and policy frameworks and Fraud Control Plan.
* Follow and implement any risk based controls and procedures identified for the Business Unit to help prevent and detect any fraudulent and corrupt activity.

**Work Health & Safety**

In accordance with councils WHS Policy 2018, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have agreed to work to this policy.

**ORGANISATION STRUCTURE**

**ROLE CLASSIFICATION**

**ABILITIES, QUALIFICATIONS, EXPERIENCE**

**Essential**

* 1. Tertiary qualifications in Social Sciences, Arts, Humanities or qualifications showing relevant strength e.g. Sociology, Politics, Community Development etc.
	2. Demonstrated experience in the community services sector and understanding of community development and community engagement.
	3. Demonstrated experience in applying social research to policy and program development, implementation and evaluation.
	4. Demonstrated knowledge and experience in working with new and emerging communities including capacity building initiatives that achieve tangible outcomes at a local level.
	5. Experience and knowledge of funding sources, grants management administrative procedures.
	6. Financial management experience including ability to maintain accurate financial records and monitor expenditure.
	7. Demonstrated project management skills, including sound knowledge and experience in planning, implementation and evaluation of community programs.
	8. Highly developed organisational skills, including excellent time management, attention to detail and ability to multitask and manage competing priorities under pressure.
	9. Demonstrated experience working with a diverse range of groups including Aboriginal and Torres Strait Islander communities and culturally and linguistically diverse communities.
	10. Demonstrated ability to build partnerships with the community, local businesses, local organisations, institutions and government bodies to achieve tangible improvements for an area.
	11. Demonstrated ability to facilitate meetings, conduct effective consultations with individuals, community groups and organisations, government agencies, service providers and the Council.
	12. Demonstrated highly developed written and oral communication skills, including developing Council reports, funding applications, formal correspondence, policies and guidelines, strategic plans, promotional material and presentations.
	13. Innovative and analytical thinking to solve complex issues and to recommend long term strategic directions.
	14. Demonstrated commitment to the delivery of high quality customer service and conflict resolution.
	15. High level administrative skills, including attention to detail, ability to maintain accurate records and advanced skills in Microsoft Office.
	16. Current Working with Children Check Clearance

**Desirable**

* 1. Current Class C Driver’s licence.
	2. Ability to speak a community language relevant to the Cumberland community or experience working with interpreters.
	3. Current Senior First Aid Certificate.

**Employment Screening Required**

* Qualifications verification
* Licence Check if driving Council vehicles
* Working With Children’s Check

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| **Position Number**  | SPLC33 |
| **Grade** | 10 |
| **Job Function Group:** | Professional |
| **Reports to:** | Community Projects Team Leader |
| **Staff Reporting Responsibilities:** | Nil at times casual staff and volunteers |
| **Budget Responsibility:** | Yes |

Date:

Agreed:

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