


Grants Officer

EMPLOYMENT DETAILS			
Role type	Fixed Term	Award	ACCHO
Hours per week	0.8 - 1.0 FTE	Classification	Corporate services 3.1.6-3.2.2 (\$45.39- \$47.15)
Length of Term	24 months	Salary	As per award
Reports to	Communications and Partnerships Manager	Additional Benefits	Access to Salary Packaging
Secondary Report	Director Strategy and Engagement	PD Last Review Date	12 months

Commented [KW1]: Katherine - can you please advise on the award & classification?

ORGANISATIONAL CONTEXT




VACCHO member organisations

Bendigo & District Aboriginal Cooperative (BDAC) is an ACCO (Aboriginal Community Controlled Organisation) registered as a member under the umbrella of VACCHO (Victorian Aboriginal Community Controlled Health Organisation) and represented nationally through NACCHO (National Aboriginal Community Controlled Health Organisation).

BDAC was founded to represent and provide services to Aboriginal and Torres Strait Islander people living on Djaara Country.

BDAC has a responsibility to ensure growth of services, development of our Aboriginal and Torres Strait Islander community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing self-determination employment and career pathways for Aboriginal people.



LOCAL WORK ENVIRONMENT

Bendigo and District Aboriginal Co-operative provides a range of specialist services for Community living on Djaara Country including a Medical Clinic, Health and Wellbeing, Family and Community Services, and Kindergarten.

POSITION OBJECTIVE

The Grants Officer plays a key role in supporting BDAC to secure funding for programs and key initiatives. The Grants Officer coordinates, and provides advice and support relating to grant and funding policies, processes and procedure to support staff develop and submit high-quality grant proposals.

BDAC'S VISION AND CORE VALUES

“Empowered generations belonging to strong families, culture and community”.

Our Lore refers to the stories, customs, beliefs, and spirituality of our People. Our Lore guides our work and has been passed down through generations by our ancestors and knowledge holders. Our five LORE principles are:

- We keep our focus on Community priorities.
- We are brave.
- We think outside the box.
- We create a safe, caring, and supportive environment.
- We are accountable.

Please refer to our <https://www.bdac.com.au/our-strategy> for further information about our underlying principles within the BDAC Strategy.

KEY POSITION RESPONSIBILITIES

Primary Responsibilities	<p>Grant Research and Identification</p> <ul style="list-style-type: none"> • Research, identify and make recommendations for funding opportunities in line with Strategic Plan priorities • Maintain a database of grant opportunities and deadlines. • Develop and maintain relationships with grant-makers and funders <p>Grant Writing Support</p> <ul style="list-style-type: none"> • Coordinates grant proposals, and provides guidance and advice to staff developing grant proposals • Proof reading and editing of grant proposals. • Assist in preparing grant reports and ensure compliance with funders' requirements. • Provide guidance on grant application requirements ensuring proposals meet the criteria of the funding source. • Collaborate with directors and staff to support the sourcing and collation of information, data, and supporting material for grant applications. <p>Grant Management and Reporting</p> <ul style="list-style-type: none"> • Maintain accurate records of awarded grants, including deadlines, submissions, reporting deadlines and awarded grants. • Support staff with reporting on the progress and completion of awarded grants to ensure grant reporting requirements are met. <p>Capacity Building</p> <ul style="list-style-type: none"> • Develop resources and templates to assist staff in the grant application process. • Work closely with directorates and teams to align grant proposals with BDAC's strategic objectives and priorities. • Communicate regularly with staff about grant opportunities.
General Responsibilities	<ul style="list-style-type: none"> • Model and abide by BDAC Values, Code of Conduct, Policy, and Procedures. • Participate actively in and facilitate supervision and professional development activities.

Position Description

- Ensure that you participate in team meetings, staff meetings and other community activities as requested.
- Ensure that you adhere to legislative requirements.
- Ensure that you report any risks identified immediately to your line manager.
- Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures.
- Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures.
- Participate in Continuous Quality Improvement (CQI) activities.

COMMITMENT TO SAFETY

- All children have the right to be children and live free of abuse and neglect, so they can grow, learn, and develop. Everyone within BDAC is responsible for ensuring a culture of child safety, preventing child abuse, and abiding by the Child Safe Standards.
- BDAC is committed to the health and wellbeing of its employees and stakeholders.
- BDAC has a zero tolerance to all forms of violence.

KEY SELECTION CRITERIA

- Experience in grant writing.
- Tertiary qualifications or degree in relevant field (e.g. Journalism, Arts, English, Communications, Social Sciences, Writing) or demonstrated relevant experience.
- Excellent written and verbal communication skills, with demonstrated ability to research and write reports.
- Flexible and adaptable to changing work environments and project needs.
- Ability to work effectively both independently and as part of a collaborative team environment, managing multiple projects and deadlines.
- Ability to apply a strategic mindset, balancing short term and long-term priorities.
- Skilled in problem solving and critical analysis.
- Knowledge of the non-profit sector and experience in a similar role preferred.

Preferred / Desired / Mandatory Education, Training and/or Competencies.

- (Desirable) Identify as Aboriginal or Torres Strait Islander
- (Desirable) Experience in project delivery and familiarity with project planning, monitoring and reporting.
- (Desirable) Experience in data collection and analysis

CONDITIONS OF EMPLOYMENT

- Must pass a Criminal Police Record Check.
- Must pass and provide copy of Working with Children's Check (*or Teachers Registration if applicable*).
- Must hold current full Victorian Drivers Licence and provide a copy.
- Must have the right to work in Australia.
- Must pass an Employment History check; and

Position Description

- Must have and maintain a commitment to child safety, equity, inclusion, and cultural safety.
- **Vaccination Policy:** all staff are encouraged to be vaccinated against whooping cough, measles, mumps, and rubella (MMR) (*if not immune*), influenza (*annually*), hepatitis A and B, chicken pox (*if not immune*); shingles (*for eligible people*), and COVID-19. It is expected that Clinic and kindergarten staff will be vaccinated against the above diseases and will be required to complete a **Vaccination Consent Form**. It is also expected that Clinic staff will be vaccinated again diphtheria, tetanus and pertussis (DtP).

EMPLOYEE STATEMENT

I have read, understood, and accepted the above position description of the Grants Officer:

EMPLOYEE NAME:

SIGNATURE:

DATE:/...../.....