



## Position Description

<b>Position Title</b>	Grants Officer
<b>Relevant Award</b>	Social, Community, Home Care and Disability Services (SCHADS) Industry Award
<b>Employment Basis</b>	Fixed term, full-time contract for 12 months upon commencement, with possibility of extension
<b>Remuneration</b>	SCHADS Award Level 4.1 plus superannuation guarantee and four weeks annual leave
<b>Hours</b>	38 hours per week – full time (can be negotiated)
<b>Office Location</b>	Level 2, 196 Oxford Street, LEEDERVILLE WA 6007
<b>Position reports to</b>	Matthew Tomich, Member & Community Engagement Manager
<b>Direct Reports</b>	None

## ABOUT US

The Youth Affairs Council of Western Australia (YACWA) is the peak non-government youth organisation in Western Australia. We represent the interests and needs of young people and the youth sector to key decision-makers, in our quest to address the exclusion of young people in a rapidly changing society. We centre young people in decision-making, policy and program development and champion meaningful youth engagement and participation in WA. Our work is governed by four guiding principles of respect, equity, integrity and the celebration of diversity. We encourage you to have a look at our [website](#) and social media to learn more about us and the work we do with young people and the youth sector.

## ABOUT THIS ROLE

The Grants Officer role is a pre-existing position expanding from a previously part-time position (0.6 FTE) to full-time. The key function of this role is to deliver three devolved grant funding rounds: the expansion of an existing funding round and the development of two new funding rounds. The Grants Officer will be the lead on delivering these projects over a 12-month period starting in July 2022.

## POSITION CONTEXT

In 2021, YACWA received funding from Lotterywest to run our first devolved grant funding program, distributing over \$340,000 to community service organisations across Western Australia. This funding initiative focused on improving outcomes for young people through enhanced program delivery,

additional resourcing and professional development, through COVID-recovery lens.

Through the success of this program, YACWA has secured funding for an additional devolved grants funding program through the Department of Communities and is seeking continued funding from Lotterywest to continue the Youth Sector Grants Scheme. These new grant rounds will have a specific focus on organisations supporting LGBTQAI+ young people and supporting Aboriginal Community-Controlled Organisations (ACCOs) to elevate the voice of Aboriginal young people.

This role is a rare opportunity to work closely and independently with non-profit organisations and communities to create meaningful change for young people. We're looking for someone with strong organisational skills, a community sector background and strong facilitation skills to step into this role and expand grantmaking into a core part of YACWA's work.

## AREAS OF RESPONSIBILITY

As the Grants Officer, you'll oversee the development and rollout of the three grant programs across 12 months. You'll be the key contact for prospective applicants, assessors and grantees, advising organisations on how to put together the best application, coordinating the assessment process and supporting grantees with their project delivery and their acquittal once they've received their funds.

### Grant Development and Grant Management

- You'll be the key contact and the organisational lead for the management of three distinct grant programs
- You'll lead a scoping and consultation process that will ensure the grants are culturally responsive, accessible and relevant to prospective applicants
- You'll develop the grant guidelines, as well as the application, assessment and acquittal processes in line with best practise for grant delivery
- You'll design and deliver a marketing strategy to ensure the grant programs reach as many applicants as possible
- You'll oversee an assessment process that brings together sector representatives, government stakeholders and young people to determine grant recipients
- You'll provide ongoing support to grantees and manage the acquittal process

## Relationship Management

- You'll build and nurture collaborative relationships with a range of stakeholders, including in the public sector, small community organisations, large service delivery agencies and individuals in the community services sector
- You'll work with the Member & Community Engagement Manager to manage relationships government departments to ensure the grants are delivered in accordance with contractual requirements
- You'll work with prospective grantees from a wide range of backgrounds to help them shape their grant applications and best equip them for success
- You'll support grantees to ensure they're equipped to deliver their projects on-time and to brief

## General Responsibilities

- You'll enjoy supporting and participating in an organisational culture that values collaboration, continuous improvement, growth and feedback
- You'll be willing to contribute your ideas and experience across other portfolio areas in the organisation where required, to support the overall objectives of YACWA
- You'll attend and participate in team meetings and other meetings as required

## SELECTION CRITERIA

- Strong project management skills in delivering projects from planning and development through to delivery and evaluation
- Experience working in the community services or non-profit sectors
- Experience (including lived experience) working with LGBTQAI+ and Aboriginal organisations and communities
- A working knowledge of the Microsoft Office 365 Suite
- Strong written and verbal communication skills, including documentation design and facilitation / presentation skills
- Strong stakeholder management skills, including managing relationships with government
- A commitment to inclusive practice and an understanding of intersectionality

## DESIRABLE CRITERIA

- Experience in managing and delivering a grant program
- Experience managing government stakeholder relationships
- A willingness to travel regionally

## YOU'LL NEED TO HAVE

- Federal Police Clearance
- Working With Children Check
- COVID-19 Vaccination Certificate
- Right to work in Australia

## WHAT YACWA CAN OFFER

- A respectful, open and embracing team that values equity, fairness and mutual support
- Additional paid time of up to 2 weeks (pro-rata) during the end-of-year office shutdown period
- Flexible working arrangements including the ability to work from home and flexibility in working hours
- Links to extensive networks in the youth and community services sector
- Access to a free and confidential Employee Assistance Program (EAP)
- Learning and development opportunities to build your skills and develop your potential, as well as opportunities to contribute across portfolio areas in the organisation

## HOW TO APPLY

Please apply for this position by emailing the following documents to [jobs@yacwa.org.au](mailto:jobs@yacwa.org.au) with the Subject Line: 'Application for Grants Officer'.

- A copy of your résumé
- A written cover letter addressing each of the selection criteria

*The written cover letter should be no more than 3 pages long.*

We are committed to diversity and celebrating all its forms. Please let us know if we can do anything to make the application or interview process more accessible. If you are invited to an interview, we will ask you for any accessibility requirements or preferences.

**The deadline for applications is: 9am, Friday 1 July 2022.**

Please reach out to us if you would like to arrange a phone call to chat further about the position – [yacwa@yacwa.org.au](mailto:yacwa@yacwa.org.au) or (08) 9227 5440.

*Nothing about us without us.* We strive to be representative of the community we are working with. We strongly encourage applications from people of colour, those who identify as LGBTQAI+, people living with disability, Aboriginal and Torres Strait Islander people, people from culturally diverse, refugee and migrant backgrounds and those with lived experience.