



Position Description

Position Title	Grants Officer
Relevant Award	Social, Community, Home Care and Disability Services (SCHADS) Industry Award
Employment Basis	Fixed term, part time contract until 26 February 2027
Remuneration	SCHADS Award Level 4.1
Hours	An average of 0.5 FTE – 37.5 hours per fortnight. To be negotiated. Flexibility for additional hours during busy periods is required.
Office Location	Level 5/200 Adelaide Terrace, East Perth WA
Position reports to	Katie Berry, Advocacy and Engagement Manager
Direct Reports	None

ABOUT US

The Youth Affairs Council of Western Australia (YACWA) is the peak non-government youth organisation in Western Australia. We operate primarily as a human rights organisation that connects and builds the capability of young people, the sector and communities. Our vision is for all young people in Western Australia to be respected, valued and enabled to shape the world they live in. Our role is to strengthen the trust, cooperation, collaboration, professionalism and voice of the youth service sector to better serve young people in WA.

We encourage you to have a look at our [website](#), [social media](#) and [Strategic Plan](#) to learn more about us and the work we do with young people and the youth sector.

ABOUT THIS ROLE

YACWA has been awarded a grant from Lotterywest to coordinate a small grants (devolved grants) program. This role will lead the end-to-end delivery of the program – building the capacity of the youth and community services sector by developing and delivering training, managing the application and assessment processes, and ensuring sound financial management and reporting.

The role is responsible for managing the relationship with a third-party evaluator, who will assess the efficacy and social impact of the program. This involves coordinating evaluation activities, supporting the development of an impact framework, and integrating learnings to inform future practice.

This is a high-impact opportunity to work closely with non-profit organisations and communities across Western Australia to support meaningful, on-the-ground change for young people. The role requires someone who is well-organised, confident working independently, and committed to equity, participation and child-safe practice.

POSITION CONTEXT

This is a rare opportunity to work across WA to support meaningful, on-the-ground change for young people. As part of this, occasional regional travel will be required. Flexibility with working hours will be required to accommodate this.

We're looking for someone with strong organisational and facilitation skills, sector knowledge, and a commitment to capacity-building and child and youth safety. Strong networks across the youth sector and in regional WA will be an advantage.

AREAS OF RESPONSIBILITY

As the Grants Officer, you'll oversee the planning, delivery and evaluation of the grant program. You'll be the key contact for applicants, assessors, and grantees - supporting strong applications, guiding project delivery, and ensuring effective acquittal and reporting. You will have a commitment to embedding child and youth safety into your work and guiding others to do the same.

Grant Development and Program Delivery

- Lead the design and implementation of a devolved grants program, ensuring accessibility, cultural responsiveness and relevance.
- Embed youth participation within the program where appropriate.
- Develop program documentation, including grant guidelines, application forms, assessment tools, and acquittal templates, aligned with best practice in grant making.
- Design and execute a communications strategy to maximise reach and awareness of this funding opportunity.
- Coordinate an inclusive assessment process involving sector representatives, government stakeholders and young people.
- Provide responsive support to applicants and recipients throughout the process.

Evaluation and Impact

- Act as the primary contact and project manager for the third-party evaluator engaged to assess the program's impact.
- Support the co-design of the evaluation framework, including measures of social impact and sector outcomes.
- Facilitate access to grantees, data, and reporting systems to ensure a smooth evaluation process.

Sector Development and Capacity Building

- Deliver and coordinate training and support for grantees on best practice grant delivery and project implementation.

- Build the capacity of funded organisations to reflect on and evaluate their own outcomes.
- Provide advice and coaching on integrating youth participation, consideration of cultural safety, and inclusive practice.
- Travel to regional locations in WA to facilitate training for the sector.

Child Safe Practice and Compliance

- Support grantees to understand and embed the National Principles for Child Safe Organisations into their funded projects and organisational practices.
- Ensure all grant activities align with YACWA's commitment to the safety, rights and wellbeing of children and young people.
- Ensure all grantees have appropriate risk management built into their programs.

General Responsibilities

- You will support and participate in a team culture that values collaboration, continuous improvement, growth, and feedback
- Contribute your ideas and experience across other portfolio areas in the organisation where required, to support the overall objectives of YACWA
- Attend and participate in team meetings and other meetings as required
- Adhere to all YACWA policies and procedures
- Participate in regular supervision and relevant professional development

SELECTION CRITERIA

Even if you don't feel you meet all the selection criteria, we would love to hear from you and welcome your application. We also recognise the importance and unique expertise that comes with community connections, cultural qualifications and lived experience and encourage applicants who bring these to the table.

- Strong project management skills in delivering projects from planning and development through to delivery and evaluation
- Strong verbal communication and facilitation skills
- Strong written communication skills across a range of mediums, such as email, social media, reporting etc. This includes strong word processing skills.
- Experience working in the community services or non-profit sectors
- A working knowledge of the Microsoft Office 365 Suite
- Strong stakeholder management skills
- A commitment to inclusive practice and an understanding of intersectionality
- Knowledge of the National Principles for Child Safe Organisations

DESIRABLE CRITERIA

- Experience in managing and delivering grant programs
- Experience managing government stakeholder relationships

- Understanding of evaluation and impact measurement, ideally using a social impact lens
- A willingness to travel regionally

YOU'LL NEED TO HAVE

- Federal Police Clearance
- Working With Children Check
- 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 off during the end-of-year office shutdown period
- Flexible working arrangements including the ability to work from home and flexibility in working hours
- 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 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: 4pm, Friday 8 August 2025.

Please reach out to us if you would like to arrange a phone call to chat further about the position – 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 LGBTIQ+, people living with disability, First Nations Islander people, people from culturally diverse, refugee and migrant backgrounds and those with lived experience.