

POSITION DESCRIPTION

TITLE:	Grants Officer
LOCATION:	Bendigo / Remote location
FTE:	Permanent Part Time (0.8 FTE), 30.4 hours per week
REPORTING TO:	Grants Operations Manager
DIRECT REPORTS:	Nil
FRRR Level:	Officer
SCHADS Award Grading	2.1

ABOUT FRRR

FRRR ([Foundation for Rural & Regional Renewal](#)) supports remote, rural and regional communities across Australia to be vibrant, resilient and sustainable. We work alongside communities to catalyse locally led solutions, especially in areas facing systemic challenges.

We are strategically focussed on supporting impact across five cross-cutting themes:

- Next generation transition
- Outback and very remote communities
- Climate solutions
- Disaster Resilience
- First Nations self-determination

Our core values centre around collaboration and constant improvement. We have created a dynamic, flexible and supportive work environment. FRRR is an Equal Opportunity employer.

THE ROLE

The Grants Officer reports to the Grant Operations Manager and plays a key role in the effective implementation of the FRRR's grant making activity. The role works with other Grant Officers and program staff to support the effective administration of FRRR's grant program including liaison with grant applicants and grantees, grants record keeping and correspondence as required, maintaining strong data integrity, conducting due diligence and research on grant applications. As required, the Grants Officer also assists with grant improvement processes, assisting with research and compiling grants case studies.

KEY RESPONSIBILITIES

Granting

- Provide high quality support to the granting team in the day-to-day administration of grants, including due diligence, validation, grant assessments and project reports, preparation of Committee materials, grantee correspondence and monitoring of grants across varying FRRR funding programs.
- Provide grant assessment and administrative assistance to the wider FRRR team where required.

Stakeholder Engagement

- Assist community members, not-for-profit organisations, and grantees via phone, email and online for FRRR granting programs, and other FRRR engagement where required.
- Provide support to the wider FRRR team for aspects of program delivery, such as webinars, outreach, reports and case studies.

POSITION DESCRIPTION

Systems Processes and Continuous Improvement

- Coordinate and process grant administration throughout the program cycle with a high degree of accuracy and attention to detail, including grant finance, project reporting, grantee correspondence, document management and general data entry and maintenance of the grants management database.
- Contribute to, and support, change management initiatives to embed new policies, procedures, tools and systems across granting programs.

REPORTING LINES

