

POSITION DESCRIPTION

TITLE:	Grant Officer	STATUS:	Part Time (0.4 FTE & 0.8 FTE)
LOCATION:	Bendigo or remote	REPORTS TO:	Program Manager (0.8 FTE) or Grants Operations Coordinator (0.4 FTE)
DIRECT REPORTS:	Nil	LEVEL:	SCHADS Award Level 2

ABOUT FRRR

FRRR is a national charitable foundation focused on increasing equity of opportunity in remote, rural and regional Australia. It adopts a partnership and leverage model of philanthropy which harnesses the collective resources of philanthropy, business, and governments to support rural communities to be vibrant, adaptive, and sustainable. Established in 2000, FRRR has distributed more than \$200m to over 15,000 projects across Australia to date.

Our strategy is focussed on improving outcomes in the areas of **People, Place, and Disaster Resilience & Climate Solutions**. FRRR believes that targeted philanthropic investment and collaboration in these areas will build more vibrant, sustainable, and adaptive remote, rural and regional communities - and a more equitable and prosperous Australia as a whole.

FRRR's principles of engagement are guided by an understanding that rural, regional, and remote (RRR) communities are in a constant cycle of development and adjustment. As such we support community-led approaches that enable them to:

- **Seed & Strengthen** by enabling RRR communities to support and resource core social and physical infrastructure;
- **Adapt & Evolve** by building adaptive capacity across communities and enhancing their ability to cope and adjust to disruption; and/or
- **Innovate & Renew** by supporting communities to test, scale and embed game-changing initiatives.

To achieve this, we:

- **Grant & Develop** to provide remote, rural and regional communities with access to grants and capacity building resources and support to address inequity and create opportunities;
- **Leverage & Broker** to harness FRRR's tax status, knowledge, and networks to support innovation, self-generation, and unlock more giving to address remote, rural and regional community needs; and
- **Connect Insights & Learning** for policymakers, communities, and funders to connect them with ideas, knowledge and lived experience to influence more targeted and relevant support for rural, regional, and remote communities

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.

FRRR is committed to protecting the health, safety and wellbeing of all employees. To achieve this FRRR strives to ensure that employees are not required or permitted to undertake work for which they are not suited and we take appropriate measures to allow work to be done in a manner that will not put any person at risk to their health and safety. As such, new incumbents to this role will be required to complete a Pre-existing Injury Declaration relating to the job requirements.

ROLE PURPOSE AND RESPONSIBILITIES

The Grant Officer plays a key role in the effective implementation of FRRR's grant-making activity. The role will work with other Grant Officers and Grant Program Managers to support the effective administration of FRRR's grant programs including liaison with grant applicants, managing grants record keeping and correspondence as required, maintaining strong data integrity, conducting due diligence and research on grant applications, and as required, assisting with research and compiling grants case studies.

Key tasks and responsibilities include:

- Provide high quality support to the Program Manager in the day-to-day administration of grants, including due diligence, validation, grant assessments, preparation of Committee materials, grantee correspondence, and monitoring of grants across varying FRRR funding programs.
- Coordinate and process grant administration throughout the program cycle with a high degree of accuracy and attention to detail, including grant finance paperwork, grant/project reports and acquittals, correspondence with grant recipients, and general data maintenance of the grants management database and filing.
- Responding effectively and appropriately to grant seeker enquiries.
- Contribute to research and content for donor reports as required.

POSITION DESCRIPTION

The organisation's success depends on strong teamwork and streamlined business processes that enhance operational efficiency. A key responsibility of the Grants Officer will be to work in collaboration with others to coordinate and sustain those processes, as well as identify process improvement, as necessary.

The role must also support FRRR to execute the Foundation's mission. The role is suited to someone with a keen eye for detail, flair for administrative systems and processes, and interest in using their information management and customer relationship skills to improve opportunities in remote, rural, and regional Australia; and is keen to develop a knowledge of the Foundation's programs and services.

WORKING RELATIONSHIPS

This role reports directly to a Program Manager and works as part of a collaborative team including the Grants Program Managers and Officers.

On a day-to-day basis, the role will liaise with key stakeholders, including grant-seekers and community members, industry colleagues and, on an as required basis, interact with program committees.

KEY RESULT AREAS

The performance of the Grant Officer will be assessed around the following key result areas.

- Accurate grant program administration and coordination
- Stakeholder engagement: grant applicants
- Teamwork: contribute to a positive, healthy, proactive and multi-skilled team environment

The role will be well-suited to a person with strong organisational abilities who has outstanding administration skills and ability to provide a high level of attention to detail, information processing and analysis, and who thrives in a busy multi-program environment. To be successful in this role, the following skills and attributes are required:

Essential (Key Selection Criteria):

- Minimum of 2-3 years experience in administering grant programs and/or a not-for-profit organisation in an administrative role or other relevant experience.
- Demonstrated intermediate skills in the Microsoft Office suite, particularly Excel and Word, and demonstrated experience working with databases.
- Excellent literacy and numeracy skills and demonstrated ability to complete work at a high standard and degree of accuracy.
- Highly developed time management skills and ability to meet deadlines while maintaining attention to detail when working with high volumes of information and processing functions.
- High level communication and problem-solving skills, and ability to build rapport with grant seekers and other stakeholders.
- Ability to work autonomously and with initiative and an ability to collaborate effectively with team members.

Desirable:

- Demonstrated experience working in or with rural, regional, and remote communities and understanding of remote, rural, and regional issues.
- An interest in community-led initiatives, which could include volunteer or coaching roles held.
- Knowledge of and demonstrated skill in basic project management.