



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Grants Officer
<b>REPORTS TO</b>	Member & Community Engagement Manager
<b>DIRECT REPORTS</b>	This role does not have any direct reports
<b>KEY RELATIONSHIPS</b>	<i>Internal:</i> Member & Community Engagement Manager, CEO, Finance and Admin Manager, Executive Support and Administration Officer, other YACWA staff <i>External:</i> Funding bodies, youth and community sector organisations, local government authorities, YACWA member organisations
<b>REMUNERATION:</b>	SCHADS Level 4, plus super and 4 weeks annual leave
<b>HOURS</b>	0.6 FTE: 22.5 hours/week
<b>TERM</b>	Part-time, fixed term 12-month contract
<b>LOCATION</b>	Level 2, 196 Oxford Street, Leederville WA 6007  (The YACWA office is wheelchair accessible, with accessible and gender-neutral bathrooms.)

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### ABOUT YACWA:

The Youth Affairs Council of Western Australia (YACWA) is WA's peak non-government youth organisation. YACWA operates primarily as a human rights organisation that seeks to address the exclusion of young people in a rapidly changing society. YACWA is widely respected and has a strong and diverse membership which includes policy makers, academics, youth workers and, importantly, young people who are all passionate about achieving positive and meaningful outcomes for the children and young people of Western Australia.

### PURPOSE OF ROLE:

This is a new role designed to manage the development and delivery of a new Grants Program for services supporting young people in Western Australia. The key function of this role is to scope and deliver the Lotterywest Youth Grants Program over the course of 12 months, including developing marketing materials, promoting the grants to prospective applicants, providing support to applicants, overseeing an assessment procedure and managing the acquittal process in line with industry best practices.

## POSITION CONTEXT

The Lotterywest Youth Grants Program (the Grants Program) has emerged as part of a sector-wide response to the issues facing young people in the wake of the COVID-19 pandemic and subsequent lockdown. Young people have experienced unprecedented disruption to their education and employment opportunities, alongside significant challenges to their overall health and wellbeing. Similarly, the youth services and organisations supporting young people have been forced to adapt their services, completely re-think models of service delivery and reinvent the way they operate.

The Grants Program is a response to those challenges. Operating as a devolved funding program through funding from Lotterywest, the Grants Program will enable YACWA to provide financial support to youth services to increase their organisational capacity, trial new programs, deepen youth engagement and improve mental health and wellbeing outcomes for young people in Western Australia.

The Grants Officer will develop and deliver the first instance of what is envisioned as an ongoing Grants Program which will provide agile support to youth services and youth organisations in WA to deepen youth engagement, improve mental health outcomes and maximize opportunities for young people.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

### PROJECT SPECIFIC

- Establish the , scope, rollout, planning and delivery of the Grants Program with the support of the Member & Community Engagement Manager
- Develop the guidelines, selection criteria and acquittal documentation
- Develop protocols, processes and procedures for each element of the Grants Program in line with industry best practice
- Develop and deliver a marketing plan for the Grants Program
- Design effective communications and marketing materials
- Support applicants through the application process, delivery phase and acquittal process

### ADMINISTRATIVE AND FINANCIAL

- Ensure all relevant project reporting is completed on time and to the highest quality
- Provide sound budgetary and financial support to prospective applicants
- Work with the Finance Manager to ensure the project stays on budget and also to develop effective and accountable processes for providing funds to organisations
- Provide general administrative support for the team, including minutes taking as required
- Participate in general shared office duties, such as answering phone calls, contributing to office cleanliness and stationary management

### GENERIC RESPONSIBILITIES

- Actively participate in ongoing professional development and training opportunities
- Contribute to a team culture of collaboration and inclusivity
- Attend team meetings and other meetings as required
- Other duties as directed by the Member and Community Engagement Manager

## SELECTION CRITERIA

### ESSENTIAL SKILLS

- Demonstrated project management skills from planning and development through to delivery and evaluation
- Excellent interpersonal and written communication skills
- Demonstrated ability within standard MS Office systems including MS Word, Excel and the Google Suite equivalents
- Demonstrated ability to manage relationships with a broad range of stakeholders
- Sound time management and organisational skills, including the ability to meet deadlines and project milestones

### DESIRABLE SKILLS

- Demonstrated experience with financial management and budget management
- Experience running or administering a grant program or similar project
- Strong understanding of youth issues and community services sector in WA

### ESSENTIAL ATTRIBUTES

- A commitment to support and promote the overall objectives of YACWA
- Adaptability and the ability to work collaboratively within a small team

### OTHER

- Current National Police Check and Working with Children Check, or ability to obtain both checks

## TO APPLY

Applications should be sent via email to [jobs@yacwa.org.au](mailto:jobs@yacwa.org.au) with the title 'Grant's Officer' and must include the following:

- A cover letter that specifically addresses the selection criteria (no longer than three pages)
- A copy of your resume/CV
- Contact details of at least two referees who can provide comment on your suitability for this role

**Applications close Sunday 25 April at 11.59pm**

**Enquiries about this role should be directed to** Matthew Tomich, Member and Community Engagement Manager on [matthew@yacwa.org.au](mailto:matthew@yacwa.org.au) or via phone on 9227 5440 during office hours.

For more information about YACWA visit [yacwa.org.au](http://yacwa.org.au).