

POSITION DESCRIPTION

**SMALL GRANTS LEAD**

**About The Wyatt Trust**

The Wyatt Trust (Wyatt) is one of Australia’s oldest philanthropic trusts, originating from the assets of the estate of Dr William Wyatt (1805-86). With a role supporting South Australians experiencing poverty, and a vision to challenge inequality and eradicate poverty, Wyatt provides financial support via grants direct to individuals or via partner organisations. More information can be found at [www.wyatt.org.au](http://www.wyatt.org.au).

**Summary of Purpose of Position**

Reporting to the Chief Executive Officer, the Small Grants Lead is a pivotal role to the re-imagining of how a small grants program can positively impact the lives of those experiencing inequality and poverty. This role is responsible for demonstrating leadership and management of Wyatt’s Small Grants program while also driving collaboration across all of Wyatt’s grant making portfolios.

A key component of this role will be the redesign of the Direct Grants program, ensuring South Australians experiencing inequality and poverty are at the centre of our work.

Leadership and strategic oversight will be combined with operational management of the following areas:

* Direct grants to individuals
* Partner organisation grants
* Working with the Data, Insights and Learning Lead to inform the Insights Program
* Provision of support to the Grants Committee of the Wyatt Board.

**Skills and Qualifications**

* Significant experience and knowledge of the needs of people experiencing poverty
* Strong organisational, project management and leadership skills
* Exceptional interpersonal skills.

**Key Responsibilities**

Working closely with the Chief Executive Officer, the duties of the Small Grants Lead are outlined below. The role has a focus on leading a redesign of grant operations and managing the team delivering Wyatt’s grants programs.

***Direct Grants***

* Work with the Chief Executive Officer to lead the redesign of the Wyatt Direct Grants Program, putting South Australians experiencing inequality and poverty at the centre of our processes
* Management of the Direct Grants program staff, including management and training of Grants Assessors, Social Work students and Interns engaged in Direct Grants assessment
* Development and maintenance of Direct Grant guidelines in line with intentions of the CEO and Grants Committee with respect to the Direct Grants program
* Collaborate with the Business and Operations Lead to ensure effective systems (e.g. IT and other) are established and maintained for the efficient administration of the Direct Grants program. This includes the receipt, assessment, processing of applications, the approval and payment of grants, the recording of essential information and feedback regarding outcomes
* Ensure staff are trained and capable of delivering training to accredit external referrers for use of the Direct Grants system
* Management of the Direct Grants program to keep it within the annual approved budget
* Collaborate with the Data, Insights and Learning Lead to ensure data and information from these grants are accessible and available.

***Partner Organisation Grants***

* Management of the Grants Managers responsible for Partner Organisation grants to ensure milestones are met and costs are within budget
* Collaborate with the Business and Operations Lead to ensure effective systems (e.g. Grant Toolbox) are utilised to the full capability of the system
* Collaborate with the Data, Insights and Learning Lead to ensure data and information from these grants are accessible and available.

***Insights Program***

* Collaborate with the Data, Insights and Learning Lead to inform the Insights Program
* Lead the management of any Direct Grant related projects.

***Grants Committee***

* Preparation of Grants Committee agendas, papers, and reporting as well as minute taking and ensuring relevant items are actioned appropriately.

***Other Duties Relevant to the Position***

* Working with senior management to ensure focus of learning and development across the organisation
* Duties and responsibilities relevant listed in this description should not be considered definitive. Duties may be added, deleted or modified in consultation with the incumbent as necessary. Job descriptions and staff performances will be reviewed regularly.

**Key Selection Criteria**

* Meeting of the listed skills and qualifications
* Demonstrated experience at a management level, ideally in a non-profit environment
* Demonstrated experience leading stakeholders through change
* Experience in managing a small team with competing priorities
* Ability to adapt to change with a positive approach to challenges and problem solving.