

Position Description

About Bunurong land Council

We are a Traditional Owner organisation that represent the Bunurong people of the South-Eastern Kulin Nation. We aim to preserve and protect the sacred lands and waterways of our ancestors, their places, traditional cultural practices, and stories.

Bunurong Land Council Aboriginal Corporation (BLCAC) is a not-for-profit Aboriginal Corporation that represents the Bunurong Traditional Owners and community. BLCAC was formed in the late 1990s by a small group of Bunurong Elders and warriors to provide representation on Bunurong Country, particularly around cultural heritage management and protection. The corporation was registered with the Office of the Registrar of Indigenous Corporations (ORIC) in 2000 and since then, membership has grown to over 300 members.

BLCAC is the Registered Aboriginal Party (RAP) for and on behalf of Bunurong People. We have overcome many obstacles on the way, but Bunurong People are now recognised as the Traditional Owners of their lands and waters across greater Melbourne, Mornington Peninsula, and the Bass Coast.

BLCAC members descend from the First People of the coastal areas around Port Phillip Bay (Narrm), with a provenance dating back well over 40,000 years. Our community has survived over 200 years of kidnappings, slavery, massacres, poisonings, imprisonment, disease, and broken promises. We were removed from Country, our language silenced, but the survivors continued to tell and retell the stories of Bunjil and the Lore, family, dispossession, loss but continued to dreaming that one day we would come together again and restore the Bunurong community on our Traditional Lands.

Position Title:	Grants Officer	Business Unit:	Strong Community
Reports To:	CEO	Direct Reports:	
Package:			
Primary Objective:	<p>The Grants Officer is responsible for coordinating, drafting, monitoring and reporting on grant funding across BLCAC on an organisation-wide basis. The role supports the growth of future funding and resourcing opportunities by identifying and developing grant applications, ensuring compliance with funding agreements, embedding appropriate risk management strategies for current and future reporting obligations, and strengthening integration of organisational activities that contribute to sustainable project development.</p> <p>The position works collaboratively across internal teams to align grant-funded activities with BLCAC's strategic priorities, cultural authority and community-led outcomes, supporting new project development and long-term resourcing under Strong Community objectives.</p>		
Key Responsibilities			
1. Grant Identification, Development & Submission			
<ul style="list-style-type: none"> Research and identify grant opportunities aligned with organisational priorities, cultural authority and program needs. 			

- Analyse funding guidelines, eligibility criteria and compliance requirements.
- Draft high-quality grant applications, expressions of interest and supporting documentation.
- Work collaboratively with internal teams to gather project information, budgets, data and cultural content required for competitive submissions.
- Coordinate internal review processes and manage submission timelines.
- Maintain templates, standard content and a central library of supporting materials to streamline application processes.

2. Grant Monitoring, Compliance & Risk Management

- Track all active grants including milestones, deliverables, budgets, timelines and reporting requirements.
- Maintain grant registers, tracking systems, calendars and documentation.
- Coordinate internal processes to ensure accurate, timely and compliant reporting to funding bodies.
- Monitor risks associated with grant-funded projects and ensure appropriate risk management strategies are embedded in reporting, compliance and future planning processes.
- Maintain clear audit trails and documentation to support financial and project compliance.
- Escalate compliance risks, funding issues or significant variations to the CEO as required.

3. Reporting, Evaluation & Accountability

- Build and maintain an evidence base of project outcomes, data and
- Prepare progress reports, acquittals, data summaries and narrative updates for funders and internal stakeholders.
- Ensure reporting reflects project outcomes, cultural authority considerations and community expectations.
- Support evaluation processes by capturing insights, outcomes and lessons learned from funded projects.
- Provide internal summaries and updates on grant performance and funding status.

4. Organisational Integration & Project Development

- Work across teams to ensure grant-funded activities complement broader organisational priorities.
- Support alignment of funded activities with Community Development, Community Engagement, Education and other relevant functions.
- Assist in identifying opportunities for new projects emerging from community engagement, policy work or program needs.
- Contribute to planning processes that translate community-led ideas into fundable projects.
- Maintain a forward view of funding pipelines and future resourcing opportunities.

5. Systems, Planning & Coordination

- Maintain effective grant management systems, workflows and communication processes.
- Keep internal teams informed of new funding opportunities, deadlines and reporting requirements.
- Coordinate grant-related meetings, planning sessions and follow-up actions.
- Produce internal dashboards, grant-overview documents and funding summaries as required.

Without Referral to Manager/CEO:	<ul style="list-style-type: none"> • Coordinate grant applications, reporting and acquittals within approved frameworks and timeframes. • Liaise with internal teams and external funding bodies to gather information and clarify requirements. • Maintain grant registers, tracking tools and documentation. • Implement approved grant management and compliance processes.
Referred to CEO:	<ul style="list-style-type: none"> • Approval of grant applications, funding submissions and formal correspondence. • Escalation of funding risks, compliance issues or significant variations to grant agreements. • Strategic decisions relating to major funding opportunities or funding partnerships.
Key Communication Contacts	
Contact/ Organisation:	Purpose/Frequency of Contact:
CEO & Executive Leadership Team	Briefings, approvals, strategic funding advice – weekly/as required. Information exchange and seek clarification – as required
Internal BLCAC Teams	Project scoping, data collection, budget inputs – ongoing.
Community Development/Engagement Teams	Alignment of grant funded activities - ongoing
Funding Bodies & Grant Agencies	Applications, reporting, acquittals – as required
Partner Organisations	Collaborative funding opportunities – as required.
Local Councils & Statutory Authorities/External Stakeholders	Collaborative funding opportunities – as required.

Key Accountabilities		
Key Result Area	Major Activities	Performance Measures
Grant Identification & Development	<ul style="list-style-type: none"> Identify grant opportunities aligned with organisational priorities. Support the development of project concepts and funding proposals. Coordinate internal input for grant applications. 	<ul style="list-style-type: none"> Increased number and quality of grant applications submitted. Clear alignment of grants with strategic priorities. Improved funding success rates(where measurable)
Grant Applications & Submissions	<ul style="list-style-type: none"> Draft and coordinate grant applications and supporting documentation. Ensure applications meet funding guidelines and requirements. Manage submission timelines and documentation. 	<ul style="list-style-type: none"> Applications submitted on time and compliant with guidelines. Positive feedback from funders where available.
Grant Monitoring & Reporting	<ul style="list-style-type: none"> Monitor grant agreements, milestones and deliverables. Coordinate reporting, acquittals and supporting evidence. Track reporting deadlines and obligations. 	<ul style="list-style-type: none"> Accurate and timely submission of reports and acquittals. No missed reporting deadlines. No material breaches of funding agreements. Evidence of project outcomes captured and maintained to support future funding opportunities.
Risk Management & Compliance	<ul style="list-style-type: none"> Support risk management strategies relating to grant funding. Ensure compliance with funding agreements and reporting obligations. Escalate risks or issues as required. 	<ul style="list-style-type: none"> Compliance issues identified and addressed early. No material breaches of funding agreements.
Integration & Future Resourcing	<ul style="list-style-type: none"> Work across teams to integrate grant-funded activities. Support development of future projects and funding opportunities. Maintain a forward view of funding pipelines. 	<ul style="list-style-type: none"> Improved coordination of grant-funded activities. Future funding and resourcing opportunities identified and developed. Strengthened sustainability of funded programs.

	<ul style="list-style-type: none"> • Assist in identifying new community led project opportunities. 	
Budgetary and Financial Management	<ul style="list-style-type: none"> • Contribute to the effective use of allocated resources in line with approved budgets. • Monitor expenditure related to grant funded projects in collaboration with relevant teams. 	<ul style="list-style-type: none"> • Grant budgets managed in accordance with funding agreements. • No unapproved financial variances.
Reports and Statistics	<ul style="list-style-type: none"> • Utilise data and program analysis to provide accurate and meaningful reports. • Provide statistical and other reports to meet organisational, stakeholder and statutory requirements including analysis, reporting of results and supporting recommendations. 	<ul style="list-style-type: none"> • Accuracy and timeliness of qualitative reports. • Accuracy and timeliness of statistical reports.
Policy and Procedure	<ul style="list-style-type: none"> • Comply with organisational policies and procedures when undertaking external policy, submissions and engagement work. • Apply relevant policies and procedures to ensure consistent, compliant and best-practice external engagement. • Ensure grant activities align with governance and EEO standards. 	<ul style="list-style-type: none"> • Demonstrated compliance with organisational policies and procedures. • Best practice conduct and documentation standards maintained.

Key Challenges

- Managing multiple grants with differing reporting, compliance and acquittal requirements.
- Balancing competing deadlines across funding bodies and internal teams.
- Ensuring consistent risk management and compliance across grant-funded activities.

- Supporting integration of grant-funded projects across diverse program areas.
- Adapting to changing funding priorities and grant guidelines.

Person Specification

Qualifications and Experience	Personal Qualities and Attributes
<ul style="list-style-type: none"> • Aboriginality, Bunurong Nation – desirable. • Relevant qualification in grants management, business, finance, project management or a related field, or equivalent experience. • Demonstrated experience in grant writing, reporting and acquittals. • Strong written communication skills, including preparing funding applications and reports. • Demonstrated computer proficiency, including the use of Microsoft Office applications. • Clear Working with Children Check, National Police History Check or willingness to obtain. • Current VIC Drivers Licence. 	<ul style="list-style-type: none"> • Highly developed organisational skills and capacity to prioritise competing demands. • Strong attention to detail and accuracy. • Strong interpersonal, negotiation and stakeholder engagement skills. • Sound judgement and decision-making capability, particularly in sensitive or complex matters. • Ability to work collaboratively across teams and with all stakeholders. • High level of professionalism, discretion and cultural awareness. • Proactive, adaptable and committed to supporting the organisation to achieve its strategic objectives.

I confirm that I have read this job description and acknowledge and understand my roles and responsibilities. If I have any questions, I acknowledge that I can approach my Manager for clarification.

Employee Signature	
Print Name	
Date	

