

Funding Compliance and Office Manager

Organisation: Hoops 4 Health

Location: Darwin, Northern Territory

Employment type: Full-time

Salary: Approximately \$110,000 per annum, plus superannuation and salary packaging benefits

Reports to: General Manager

Position Purpose

The Funding Compliance and Office Manager is a vital role responsible for ensuring Hoops 4 Health meets its obligations across multiple funding agreements, service agreements and organisational commitments.

The role oversees contract monitoring, compliance systems, reporting coordination and office administration. Working closely with the General Manager and H4H program leads, the Funding Compliance and Office Manager will support the organisation to deliver high-quality programs, meet contractual and regulatory deliverables, and identify opportunities for sustainable growth.

Key Responsibilities

Funding and contract compliance

- Monitor funding agreements, service agreements and contractual obligations to ensure all deliverables, milestones, reporting dates and compliance requirements are met.
- Maintain a central register of funding agreements, reporting schedules, performance measures, key contacts and critical dates.
- Review contractual and legal obligations and communicate requirements clearly to relevant staff.
- Identify compliance risks, missed deliverables or reporting issues early, and work with the General Manager and program leads to resolve them.
- Maintain accurate, secure and auditable records relating to contracts, funding and program delivery.

Reporting and performance monitoring

- Coordinate and assist with the preparation, review and timely submission of reports to funding bodies and other stakeholders.
- Gather program data, activity information and supporting evidence from program leads and staff.

- Ensure reports are accurate, evidence-based, compliant with agreement requirements and submitted by required deadlines.
- Support the development of internal reporting tools, dashboards and processes to monitor program performance and contractual deliverables.
- Assist with preparation for audits, acquittals, monitoring visits and funding reviews.

Systems and framework development

- Build, implement and maintain practical systems, templates, registers and workflows that support Hoops 4 Health to meet its funding and service obligations.
- Develop and improve administrative procedures to promote consistency, accountability and efficient information management.
- Support continuous improvement in compliance, reporting and office systems.
- Ensure organisational records are managed in line with relevant privacy, governance and regulatory requirements.

Office management and program coordination

- Coordinate day-to-day office administration and support the effective operation of the Darwin office.
- Develop and maintain weekly and monthly program schedules and staff rosters in collaboration with program leads.
- Support coordination of meetings, calendars, communications, documents and operational priorities.
- Maintain organised files, registers, correspondence and other business records.
- Provide administrative support to the General Manager and wider team as required.

Stakeholder collaboration and organisational growth

- Work collaboratively with the General Manager, program leads, staff, funding bodies and external stakeholders.
- Support clear communication regarding compliance obligations, reporting requirements and program schedules.
- Identify innovative, relatable and sustainable opportunities to grow Hoops 4 Health's programs, partnerships and community impact.
- Contribute positively to a collaborative, professional and solutions-focused workplace culture.

Essential Qualifications, Skills and Experience

- Diploma of Contract Management, Business, or an equivalent qualification.

- Demonstrated experience in compliance, contract administration, funding administration or service agreement management.
- Experience working with government funding agreements and/or within the not-for-profit sector.
- Demonstrated ability to interpret contracts, funding agreements, reporting requirements and compliance obligations.
- Strong written communication skills, including the ability to prepare accurate reports, correspondence and supporting documentation.
- Highly developed organisational skills, with the ability to manage multiple deadlines and competing priorities.
- Experience developing and maintaining registers, reporting schedules, administrative systems and compliance frameworks.
- Strong attention to detail and commitment to accuracy, confidentiality and accountability.
- Proficiency using standard office software, including document, spreadsheet, email and calendar applications.
- Ability to work independently while building effective relationships with a range of internal and external stakeholders.

Desirable

- Experience in program scheduling, staff rostering or operational coordination.
- Experience supporting funding acquittals, audits or contract reviews.
- Knowledge of the government and not-for-profit funding environment in the Northern Territory and Nationally.
- Experience identifying partnership, funding or program-development opportunities.

Key Selection Criteria

Applicants should address the following criteria in their application:

1. Relevant qualifications in Contract Management, Business or a related discipline, together with demonstrated experience in compliance or contract administration.
2. Experience monitoring funding or service agreements and ensuring contractual, legal and regulatory obligations are met.
3. Demonstrated ability to coordinate and prepare accurate, timely performance reports and supporting evidence for funding bodies or other stakeholders.
4. Experience developing practical systems, registers, templates or frameworks that support compliance, reporting and organisational accountability.

5. Strong organisational, planning and time-management skills, including the ability to manage multiple deadlines.
6. Demonstrated ability to work collaboratively with senior leaders, program staff and external stakeholders to resolve issues and achieve outcomes.
7. Strong written and verbal communication skills, attention to detail and ability to handle confidential information appropriately.
8. Ability to contribute ideas and identify opportunities that support the sustainable growth and impact of Hoops 4 Health.