

Grant Assessor – Position Description

The highlights

- Excellent opportunity to apply your existing grants experience and analytic skills to make a real difference in the grantmaking world
- Training provided
- Casual work that can be done from anywhere within Australia
- Generous hourly rate including 25% casual loading and 12% superannuation

Use your grant administration/assessing skills to create far-reaching social change:

Calling all grant assessors or administrators – Are you looking for an opportunity to work across a broad range of grant programs? Would you like to make a difference in the community you live in?

Have we got the job for you!

About us

[Our Community](#) is a well-established, world-leading, award-winning social enterprise that provides advice, connections, training and easy-to-use tech tools for people and organisations working to build stronger communities. Our vision centres on social inclusion and social equity. Our dream is that every Australian should be able to go out their front door and stroll or wheel to a community group that suits their interests, passions and needs - or log on and do the same.

Our Community operates [SmartyGrants](#), the most-used grants administration system in Australia and New Zealand with an international presence that is expanding all the time.

But it's more than a grants administration system; it's also a tool for understanding and improving grantmaking through data science, for grantmaking education and for better practice grantmaking. SmartyGrants users gain access to tools embedded in the software that help create modern, best practice grantmaking practices.

We have an ambitious agenda; we're not constrained by bureaucracy or boundaries; we're not interested in internal politics or egos, just in contributing something useful to society. We don't have layers of management, and we don't want someone to be a cog in the wheel of a corporate system. We want you to have plenty of opportunity to make your work your own, and for you to be as excited about the potential of our enterprises as we are.

About the role – What we need you to do

The SmartyGrants Managed Services Team conducts independent grant assessment tasks on behalf of clients, and we are currently looking for Grant Assessors to join the Our Community Assessor panel.

Grants usually go through the following process:

1. A grant opportunity is advertised
2. People, organisations or businesses apply for a grant
3. The applications are assessed according to the funder's grant program guidelines criteria
4. Grants are awarded to eligible and approved applicants.

This role on offer is related to step 3 in the process.

Our Assessor panel includes experienced grants experts - people who have worked in or around grants and grantmaking as a profession. Our Community maintains a diverse panel of skilled assessors, available on a casual basis for grantmakers to access when needed to manage eligibility and merit assessments.

If you are successful in joining our assessor panel, and agree to participate in assessing applications in a particular grant round, you will be required to undertake training on how to:

- use the SmartyGrants software
- assess grant applications in accordance with established eligibility and/or guidelines-related criteria and rating requirements.

Your analytical and judgement skills will be critical for this work. You will report into a team that will provide support and guidance as required.

Some programs may require assessors with expertise in certain areas requiring subject matter knowledge. Where you have relevant experience, knowledge or interest in a specialised area, you may be called on to provide this expertise.

Your keen eye for detail and strong problem solving and time management skills will see you be successful in this role. These roles are casual and fully remote so your ability to work unsupervised is essential and your communication skills need to be first rate to enable you to work with the rest of the team via phone, email or in online meeting formats.

Key responsibilities:

- Participate in any required training, including the use of the SmartyGrants system for assessments (mandatory) and any on-boarding training required by client
- Check applications against eligibility criteria
- Use your judgement to assess applications against assessment criteria, ensuring decisions are traceable, transparent and defensible
- Follow directions particular to the Assessment task, including understanding the overall assessment process
- Keep up to date with any changes to the assessment process, as they occur, and have this reflected in your work
- Maintain confidentiality around all materials and tasks associated an assessment task
- Disclose clearly and quickly any perceived or real conflicts of interest as part of an assessment task, according to the processes we will teach you during training
- Complete assessment tasks within specified timelines and before deadlines
- Undertake administrative tasks including but not limited to timekeeping and provision of updates to your supervisor
- Escalate issues or anomalies as required, so the right people know the right information at the right time
- Identify and document inconsistencies to assist in troubleshooting and the development of a knowledge database or FAQs
- Actively share knowledge and develop skills in other team members
- Provide other support and assistance across the team as required
- Work as part of a team and participate in meetings and other team communications (usually these will take place online)

As with most jobs at Our Community, it's impossible to provide an exhaustive list of everything you'll be doing as part of this role. As our organisation and platforms evolve, you may need to evolve with them or find other ways to plug the gaps.

Above all we want you to be a part of a unique environment where everyone contributes and worries less about official job descriptions and more about working together to get things done. We share our work, and we help each other when needed.

Essential knowledge, skills& experience

- Minimum of 1 years' experience in grants management, administration or assessing any types of grants for any type of grant funder (government, corporate, philanthropic, research, education).
- Highly motivated and interested in learning and embracing new technologies
- Ability to read and understand rules and guidelines and how they apply in specific situations
- A keen eye for detail together with strong problem-solving skills
- The highest level of integrity and confidentiality
- Highly organised with excellent time management skills
- Ability to identify issues or inconsistencies and escalate as required
- A demonstrated ability to articulate, to engage with and help users/customers of all ages, backgrounds, and levels of technical skill
- Excellent written and verbal communication skills (we want someone who can keep internal records and documentation clear, concise and up to date)
- Strong computer literacy and proficient using the MS Office Suite
- Proven ability to work unsupervised and manage own work to deadlines
- A belief in and commitment to our [Manifesto](#).

Personal qualities

- Naturally curious with a questioning mind
- Pride yourself on exceeding expectations, no matter the task at hand
- Happy to dive into detail, and be analytical
- A 'can do' attitude (you'll enjoy using your initiative and judgement to solve problems)
- Ability to 'think on your feet' and be solution focused and unflappable under pressure
- A commitment to strengthening the community sector

If you like to stick closely to job descriptions or have a "not my job" mentality, this is probably not the role for you. On the other hand, if you're excited by challenges, willing to give most things a go and know how to fill any knowledge gaps when the need arises, then this job will be a good fit.

Other relevant information

All assessment activities will be undertaken remotely – this can be from anywhere in Australia.

These positions report to Fiona Waugh, Manager, SmartyGrants Managed Services.

If invited to participate in a grant round, you will be compensated at a rate of \$50.00 per hour which includes 25% casual loading and 12% superannuation contribution to your nominated superannuation fund.

Assessment tasks that require particular skills or expertise may be compensated at a higher rate of pay. If applicable, this will be communicated as part of an invitation to participate in a funding round.

If you have any skills, knowledge or experience in a specialist area you can provide these details in the form.

The successful candidate:

- Must be an Australian Citizen, permanent resident or hold a valid work permit or visa
- Will be required to undertake a Police Check