

Position Description

POSITION:	Grants and Funding Coordinator
REPORTS TO:	Executive Corporate Services
BLUE KNOT VALUES:	We lead with hope With empathy, compassion and understanding, we advocate for and support people to heal and recover from complex trauma We uphold integrity As individuals and teams, we are accountable, transparent and inclusive; always delivering quality and excellence. We drive change As innovative thought leaders, we build trauma-informed communities to transform the lives of people affected by complex trauma.

ABOUT THE ROLE:

The role holder for the Grants and Funding Coordinator will support the introduction of a new grant pipeline capability at Blue Knot. This role will work closely with the President, Executive of Corporate Services and Executive, Business Development and Strategic Growth to build on existing process to establish a consolidated effective and sustainable grant's function, including implementation of a grant management system, processes, pipeline management and reporting.

The role provides operational, administrative and systems coordination across the grant's lifecycle, from identifying and assessing grant funding opportunities through to application development, submission, outcome tracking and funder stewardship.

They must bridge the gap between the overarching functional needs vs. the setup and management of a well-managed pipeline of high-quality submissions aligned with Blue Knot's strategic priorities and funding requirements. This role demands exceptional coordinated communications, project planning, understanding funders' expectations, relationship management and stewardship.

KEY RESPONSIBILITIES

The below is an outline but non-exhaustive list of responsibilities.

1. Grants Administration, Registrations & Pipeline

- Establish and support implementation of the Grants Expertise Management

System (GEMS) including notifications, workflows, and grant submissions for government grants, Private Ancillary Funds (PAFs), Public Ancillary Funds (PuAFs), other trusts / foundations and corporate giving.

- Work with the President and Executive, Business Development and Strategic Growth to assess existing grant processes under Training, Practice and Organisational Consultancy Services to determine how future recommendations are outworked based on the different grant types and owners across Blue Knot.
- Coordinate applications through other grant portals where not maintained within GEMS.
- Manage a central grants inbox, records, folders, and documentation for all applications, communications and supporting ongoing relationships with funders
- Monitor funding opportunities and track eligibility criteria, strategic and program alignment, deadlines, and submission requirements.
- Maintain an up-to-date and accurate grants calendar covering funding cycles, application deadlines, reporting requirements and key milestones.
- Build and maintain a 3-year rolling grants pipeline working with the Executive and Finance team to align prospective funding with organisational priorities, budgeting cycles and future funding requirements.
- Maintain accurate information on the status, value, probability, timing and outcomes of grant opportunities.

2. Content Management

- Develop and maintain a structured content library containing approved organisational messaging, program information, impact information case studies, organisational data, standard responses, and reusable application content.
- Maintain application templates and supporting materials to improve the quality, consistency and efficiency of grant development.
- Prepare high-quality draft applications and supporting content for internal review and approval.
- Establish clear repeatable processes and resources that enable efficient preparation of future grant applications.
- Ensure application content is current, accurate and consistent with approved organisational positions and information.

3. Submission Coordination

- Coordinate the end-to-end preparation of grant applications, including timelines, responsibilities and internal inputs

- Work with relevant staff to obtain program, financial, impact, governance and other information required for applications.
- Prepare and coordinate supporting documents, attachments, and compliance materials.
- Undertake quality assurance, proofreading, formatting and completeness checks prior to internal approval and submission.
- Coordinate submissions in accordance with organisational approval and delegation requirements.
- Track application outcomes, maintain records of successful and unsuccessful applications and record feedback and lessons learned for continuous improvement.

4. Grant Platform Management & Reporting

- Support GEMS configuration, testing, automation, including workflows, notifications and dashboard setup.
- Maintain data accuracy and integrity and support consistent use of agreed grants processes.
- Develop and maintain practical interactive dashboards and report on the grants pipeline, applications, outcomes, conversion and forecast funding.
- Provide regular pipeline and progress reporting to the Executive and other relevant stakeholders.
- Identify emerging risks, deadlines, dependencies and opportunities requiring escalation or action.

5. Teamwork & Relationship Management

- Coordinate and support key funder relationships and build a strong understanding of strategies for funder stewardship.
- Develop an understanding of funder priorities, strategies, requirements and relationship expectations to strengthen the quality and alignment of funding approaches.
- Support the Executive and other senior staff in maintaining strategic funder relationships.
- Proactively develop trusted and collaborative relationships with Blue Knot staff.
- Fosters a respectful, supportive, and safe working environment
- Contribute to a culture of reflective practice with participative engagement in cross-team discussions and meetings.

6. Professional Development

- Participates in team meetings as a mandatory requirement, and staff meetings, as appropriate.

- Attend professional development training to enhance capability and as required.

7. Quality and Safety

- Support the continuous improvement of Blue Knot processes in line with trauma-informed principles, best practice and Blue Knot's purpose and values.
- Comply with all relevant policies and procedures.
- Promote a safety and quality culture and follow quality and safety management processes.

QUALIFICATIONS AND EXPERIENCE

- Demonstrated experience in grants administration, grants writing, coordination or support, project coordination or a related role.
- Familiarity with grant portals such as Grants Expertise Management System (GEMS) and CRM platforms (Dynamics, Salesforce, HubSpot, or similar).
- Strong digital literacy (Microsoft 365, SharePoint, Teams).
- Demonstrated experience in relationship management with grantors through effective stakeholder management, negotiation and influencing skills
- Experience in the not-for-profit sector is desirable but not essential
- Strong organisational and administrative skills.
- High attention to detail and accuracy.
- Ability to manage multiple deadlines and competing priorities.
- Clear written communication and document preparation skills.
- Proactive, reliable, and able to work independently.
- Experience working within a community-based or social care organisation supporting vulnerable people is highly desirable, with the ability to self-regulate when dealing with difficult or confronting information or behaviours, as this role will be exposed to sensitive and potentially confronting information and material.

COMPETENCY SUCCESS MEASURES

- **Proactive Approach:** Anticipates needs and independently resolves issues before they arise.
- **Organisational Understanding:** Understands organisational strategy, priorities, and objectives and consistently reflects the Blue Knot Values and Code of Conduct.
- **Time Management:** Efficiently prioritises tasks and delivers high-quality work within deadlines.
- **Communication:** Exhibits clear, timely & professional communication with

internal and external stakeholders, utilising a collaborative and agile approach to assist decision-making, support engagement and enable productivity. Maintains required confidentiality.

- **Technical Expertise:** Demonstrates advanced skills in relevant software and systems with the ability to learn new tools effectively & rapidly.
- **Attention to Detail:** Always ensures accuracy and consistency, especially within recommendations, documentation and reporting.
- **Upward Management:** Effectively understands and manages the priorities of others with tact and professionalism.
- **Motivation:** Consistently demonstrates drive and motivation, an ability to self-reflect on feedback, acknowledge contributions from others, and a commitment to learning.

AVAILABILITY

- The ordinary hours of this part-time role are across 4 set days per week between Monday to Friday; core hours are 9am to 5pm with 30-minute lunchbreak but may change from time to time based on business needs.
- A willingness to work flexibly in line with the needs of the role.
- This role is based from home, but as it operates nationally, it may require travel to or work within other locations across Australia.

OTHER REQUIREMENTS

- It is a requirement that all Blue Knot employees have a valid and current national police check/criminal History Check for the duration of their employment at Blue Knot. This role also requires maintenance of a valid NSW employee Working with Children Check.
- Adaptability and flexibility, as this role and underlying processes may change and develop in line with business needs.
- Maintain a safe and WH&S compliant dedicated home office space with access to a reliable internet connection speed tier of NBN50/20 (or better).

Job Demands Checklist (Pre-Employment)

Job Title

Grants and Funding Coordinator

Purpose

This checklist outlines the inherent requirements and key demands of the above job role.

This document will be required to be reviewed by candidates at time of commencing recruitment.

The [Candidate Completion Section](#) is to be completed by the applicable candidate at time of offer to confirm awareness of the role demands and to clarify any reasonable adjustments that may be required to support fulfillment.

This information is not used to exclude candidates, but to support transparency and safety. It will be considered alongside reasonable adjustment obligations.

It may also be used to provide information about the position to a health professional for the purpose of conducting a pre-employment medical, or to support a return-to-work program following a workplace incident, injury, or other relevant governance protocol.

Candidate Instruction

Please review the frequency of the role demands below (do not amend).

1. Physical & Ergonomic Demands (Remote Work Context)

Task	Rarely	Occasional	Frequent	Constant
Percentage performed per day (average)	(1–5%)	(6–33%)	(34–66%)	(67–100%)
Prolonged sitting/standing (sedentary work)	☐	☐	☐	✓
Screen-based work (computer use)	☐	☐	☐	✓

Task	Rarely	Occasional	Frequent	Constant
Percentage performed per day (average)	(1–5%)	(6–33%)	(34–66%)	(67–100%)
Repetitive hand/wrist movements (typing, mouse)	☐	☐	☐	✓
Use of headset / phone / video equipment	☐	☐	✓	☐
Maintaining correct ergonomic posture (desk, chair, screen setup, etc.)	☐	☐	☐	✓

2. Sensory & Cognitive Demands

Task	Rarely	Occasional	Frequent	Constant
Percentage performed per day (average)	(1–5%)	(6–33%)	(34–66%)	(67–100%)
Visual concentration (screen reading, documentation)	☐	☐	☐	✓
Hearing (phone, video, online communication)	☐	☐	✓	☐
Speaking (phone, video, online communication)	☐	☐	✓	☐
Sustained concentration / attention	☐	☐	☐	✓
Multitasking / task switching	☐	☐	✓	☐
Processing complex or sensitive information	☐	☐	☐	✓

Task	Rarely	Occasional	Frequent	Constant
Percentage performed per day (average)	(1–5%)	(6–33%)	(34–66%)	(67–100%)
Decision-making under time pressure	☐	☐	☐	✓

3. Psychosocial Demands

Task	Rarely	Occasional	Frequent	Constant
Percentage performed per day (average)	(1–5%)	(6–33%)	(34–66%)	(67–100%)
Exposure to distressed people (e.g. crisis, grief, trauma impacts)	✓	☐	☐	☐
Exposure to traumatic, distressing or emotionally challenging content (hearing, reading or viewing)	✓	☐	☐	☐
Managing risk situations with persons that may demonstrate unpredictable behaviours.	☐	✓	☐	☐
Emotional labour (supporting others while regulating own emotional responses)	☐	✓	☐	☐

4. Remote Work Demands

Task	Rarely	Occasional	Frequent	Constant
Percentage performed per day (average)	(1–5%)	(6–33%)	(34–66%)	(67–100%)
Working remotely without immediate in-person support (virtual)	☐	☐	☐	✓

Task	Rarely	Occasional	Frequent	Constant
Percentage performed per day (average)	(1–5%)	(6–33%)	(34–66%)	(67–100%)
Limited informal peer interaction	☐	☐	☐	✓
Debriefing, supervision and escalation pathways delivered virtually	☐	☐	☐	✓
Managing boundaries between work and home	☐	☐	☐	✓
Debriefing access after critical incidents is prioritised over noncritical incidents	☐	☐	☐	✓

5. Work Environment (Home-Based)

Task	Rarely	Occasional	Frequent	Constant
Percentage performed per day (average)	(1–5%)	(6–33%)	(34–66%)	(67–100%)
Maintaining privacy and confidentiality	☐	☐	☐	✓
WH&S safe & ergonomically compliant workspace setup (lighting, space, desk, chair, etc.)	☐	☐	☐	✓
Use of multiple digital systems/platforms	☐	☐	☐	✓
Reliance on stable internet and connectivity	☐	☐	☐	✓

7. Supports, Supervision & Safety Measures Provided

Control Area	Yes	No
Ergonomic self-assessment	✓	☐
Supervision provided (clinical roles)	☐	✓
Remote team and 1:1 manager meeting cadence	✓	☐
Access to debriefing / critical incident support (clinical roles)	☐	✓
Escalation pathways for core risk situations notified	✓	☐
Access to wellbeing supports (EAP or equivalent)	✓	☐

Candidate Completion Section

1. Reasonable Adjustments

Do you require any adjustments to safely fulfil the inherent requirements of this role?

☐ No	☐ Yes (please specify below)

2. Acknowledgement

Privacy

Information collected will be handled in accordance with privacy legislation and HR governance responsibilities.

Candidate statement: I have reviewed the inherent requirements of the role and understand the key demands and the terms of this document. My signature below is my acknowledgement of this, and that I have listed any reasonable adjustments that would enable me to undertake the role.

Candidate Name:

Candidate Signature:

Signature Date: