



POSITION DESCRIPTION GRANTS OFFICER

About Wyatt

The Wyatt Benevolent Institution Inc (Wyatt) manages the Wyatt Trust, a charitable trust that originated from the assets of the estate of Dr. William Wyatt (1805-1886). Wyatt's mission is to reduce financial disadvantage and improve the quality of life for South Australians experiencing financial hardship.

Wyatt is a philanthropic foundation, specifically a Public Benevolent Institution, and is an endorsed Tax Concession Charity with Deductible Gift Recipient status.

Wyatt provides financial grants from income earned from its assets to assist financially vulnerable South Australians. This may be directly as Small Grants to individuals and households for a range of goods and services relating to Wyatt focus areas, or as grants made via partner organisations through an agreed partnership Terms of Reference.

The Role

Located in Adelaide CBD, this is a busy, challenging role in the Wyatt Grants and Operations Teams, contributing towards the management and distribution of Wyatt funds according to the Strategic Plan and guidelines of the Trust Deed.

This position will suit someone with experience in a not-for-profit organisation, with a commitment to making a difference in the community.

The position is responsible to both the Senior Grants Manager and Operations Manager, and the successful applicant will be working alongside a team of Regional Grants Managers, Small Grants Assessors and Administration Staff.

Purpose of Position and Key Responsibilities

This position provides support to three Regional Grants Managers in the development and management of new and existing grant partnerships with a range of service delivery organisations in South Australia.

The successful applicant will also be a member of the Operations Team assisting with the assessment of Small Grant applications and facilitation of training in the use of the OnLine Grant Application (OLGA) system.

Reporting Relationships

The Grants Officer is responsible to both the Senior Grants Manager and Operations Manager. The position works with a high degree of autonomy and responsibility, and the successful applicant will work closely with all Wyatt staff.

Detailed Role Description

- Support the Regional Grants Managers in the effective management of existing funding partnerships, including liaison with partner organisation representatives to ensure that partnership project management and reporting milestones are met.

- Support the Regional Grants Managers to develop and/or review proposals for potential new partnerships, in conjunction with other members of the Wyatt Grants Team.
- Assist the Regional Grants Managers to develop and maintain relationships with community partners to ensure joint, sustainable, innovative programs that achieve the specified outcomes.
- Support the Regional Grants Managers with the preparation of partnership terms of reference and contracts, reporting templates and other key documents for funded partners.
- Contribute, in conjunction with other members of the Grants Team, towards the measurement and evaluation framework for funded partners, aligned with the Strategic Plan and partnership KPIs.
- In conjunction with the other members of the Grants Team to maintain and develop up-to-date procedures, data, reporting and accounting in relation to funded partnerships.
- Alongside the Regional Grants Manager, promote Wyatt's grants programs through public meetings, training and information sessions for referrers and partner organisations.
- Contribute to the review and development of Wyatt grants policies, grant programs and procedures in conjunction with the other members of the Wyatt staff and Board.
- Together with other small grant staff, communicate with referrers and referring organisations regarding requests for small grants, including explanation of small grant eligibility and guidance with the application process.
- Contribute to the assessment of small grant enquiries and applications through the Wyatt OnLine Grant Application (OLGA) system.
- With oversight from the Operations Manager, provide training and support in the assessment and eligibility criteria of small grants for new Grant Assessors including students on placement and people undertaking an internship at Wyatt.
- With support from administration, prepare and facilitate city based (Wyatt boardroom) OLGA Accredited Referrer training sessions.
- In conjunction with the other members of the Operations Team, maintain and develop up-to-date procedures, data and reporting in relation to small grants.

Quality Systems

- Work with all staff to ensure efficiency and effectiveness and continuous improvement of all systems and services including preparation of procedures and documentation as required.

OH&S Requirement

- Contribute to a safe, healthy and discrimination-free environment for all Wyatt staff, Governors and visitors by being aware of and supporting the implementation of appropriate policies and procedures.
- Staff must take reasonable care to protect staff own health and safety at work in accordance with Section 21 of the Occupational Health, Safety and Welfare Act.

Other Duties Coincidental to the Position

- Wyatt is a small team and duties for this position should not be considered definitive. Duties may change in consultation with the incumbent as necessary. Position descriptions and staff performances will be reviewed regularly.

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

Tertiary Qualification in Social Sciences, Social Work, Education or other relevant field.

Experience

- Experience in direct service in a human service, community or other related organisation
- Experience in budget management.

Knowledge

- Working knowledge of South Australian human services, particularly welfare, health, education and employment
- Working knowledge of State and federal welfare policy.

Personal Qualities/Skills/Aptitudes

- Commitment to the values of Wyatt and understanding and empathy both with the circumstances of people experiencing financial disadvantage and its causes
- Qualities of teamwork, knowledge sharing, and respect for the needs and circumstances of individuals, including fellow staff team members
- Ability to relate to a variety of people - welfare professionals, commercial and business contacts, colleagues and Wyatt Governors
- Ability to work autonomously
- Holder of a current driver's license
- IT competence in the use of MS Word, Excel and email and internet systems
- Australian residency
- Sound time management and organisation skills
- Approachability and flexibility
- Analytical ability
- Professional presentation.