



POSITION DESCRIPTION ADMINISTRATION & 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 the Dr William Wyatt (1805-1886). Wyatt's mission is to reduce financial disadvantage and improve the quality of life for South Australians.

Wyatt is a philanthropic trust, 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 Operations Team. The position contributes towards the administration, management and distribution of Wyatt funds according to the Strategic Plan and guidelines of the Trust Deed.

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

Purpose of Position and Key Responsibilities

The position provides support to ensure the smooth running of office systems within Wyatt, working within the Operations Team and assisting with backup of reception, administration and operational duties. A key role will be the assessment of small grant enquiries and applications using the OnLine Grant Application (OLGA) system.

Reporting Relationships

The position is responsible to the Operations Manager. The person will work alongside the Chief Executive and a team of Grants Managers, Grants Officers and Administration Staff.

Detailed Role Description

- Act as back up for the front of house functions e.g. first point of contact services such as answering the phone and greeting visitors and guests
- Event planning and meeting coordination
- Maintain the provision of office amenities, through maintaining the required levels of cleaning and catering before and after meetings and events
- Grant and office record keeping and archiving under the direction of the Operations Manager and Chief Executive
- Prepare payments in both Xero and OLGA
- Ensure efficient back up of electronic records
- With oversight from the Operations Manager, provide information technology (IT) support to the Wyatt staff, or arrange support from an external IT company when required
- Together with other Small Grants 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 support from other staff, provide training and support in the assessment and eligibility criteria of Small Grants for new Wyatt staff, students on placement and people undertaking an internship at Wyatt
- With support from administration, prepare and facilitate city based 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
- Provide administrative support for Partnership programs managed by the Operations Manager
- Assist the Operations Manager with other related work as required.

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 their 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

Qualification in Community Services, Administration, Business Management, Bookkeeping or other relevant qualification. However, significant experience without a qualification may be considered.

Experience

- Experience in a similar role or direct service in a human service, community or other related organisation
- Familiarity and experience in the provision of high-level customer service.

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 independently and autonomously, as well as part of a team
- Holder of a current driver's licence
- 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.

DESIRABLE CHARACTERISTICS (to distinguish between applicants who have met all essential requirements)

- Experience in grant assessment
- Experience in use of Xero accounting software

Educational/Vocational Qualifications

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