



JOB DESCRIPTION GRANTS MANAGER – SOUTHERN REGION

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 (1805-86). 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 priority areas, or as grants made via partner organisations through an agreed partnership Terms of Reference.

Wyatt works in the four priority areas of Employment, Education, Housing and Financial Wellbeing.

The Role

Located in the Adelaide CBD, this is a varied project management role in the Wyatt Grants Team, managing the regional distribution of Wyatt funds according to the Strategic Plan and limits of the Trust Deed. This position will suit someone with a sound background in social policy and/or service delivery management who has a commitment to making a difference in the community.

The position is responsible to the Senior Grants Manager, and will work alongside a Grants Manager for the Northern Region and a Grants Manager for the Central Region. A desire for continuous improvement will be required in all aspects of the role.

Summary of Purpose of Position and Key Responsibilities

This position will manage a regional portfolio of existing funding partnerships, and seek to develop new partnerships and collaborations with organisations who share commitment to Wyatt's values, objectives and outcomes as outlined in Wyatt's Trust Deed and Strategic Plan.

This position involves some intra-state and interstate travel.

Reporting Relationships

The Grants Manager is responsible to the Senior Grants Manager, and will have direct dealings with the Chief Executive and some dealings with the Wyatt Board of Governors through the Grants Committee.

The position works with a high degree of autonomy and responsibility.

Detailed Role Description

- Contribute to the development and implementation of an annual Grants Partnerships Activity Plan addressing key areas of focus, gaps in existing services, potential partnerships and Wyatt's role in each region as guided by the Strategic Plan and external research, in conjunction with the Senior Grants Manager and team members

- Develop and/or review proposals for support for programs which will achieve relevant meaningful outcomes for South Australians experiencing financial disadvantage, In conjunction with other members of the Grants Team
- Make recommendations to the Grants Committee and Wyatt Board of Governors regarding funding of new programs and review of existing programs
- Develop and maintain relationships with community partners to ensure joint, sustainable programs which will achieve the specified outcomes
- Review long-term partnerships in relation to their achievement of outcomes and their fit with the Strategic Plan
- Negotiate terms of reference detail with funded partner organisations and draft relevant funding paperwork
- Collaborate with funded partner organisations to ensure that reporting requirements are understood and achieved. This will involve training partner organisation staff in the use of Wyatt's OnLine Grants Application System (OLGA)
- Alongside the other members of the Grants Team, contribute towards a measurement and evaluation framework for funded partnerships aligned with the Strategic Plan and Key Performance Indicators (KPIs)
- Ensure the timely payment of invoices in relation to funding agreements
- Remain abreast of the relevant issues affecting the communities in which Wyatt works, including through participation in relevant place-based networks, initiatives and forums
- Contribute to advocacy on issues affecting people in financial hardship or at risk of community exclusion as required
- Promote Wyatt's programs through public meetings, information sessions and training for referrers and potential referrers
- Seek out opportunities to disseminate information about Wyatt's grant making at relevant conferences and/or in relevant publications
- Contribute to the review and development of Wyatt grants policies, grant programs and procedures in conjunction with the Senior Grants Manager, Chief Executive and the Grants Committee of the Board of Governors
- Alongside the other members of the Grants and Operations Teams, contribute to the ongoing assessment and review of applications submitted through Wyatt's Small Grants Program.

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

- Duties for this position should not be considered definitive. Duties may be added, deleted or modified in consultation with the incumbent as necessary. Job descriptions and staff performances will be reviewed regularly.

ESSENTIAL MINIMUM REQUIREMENTS (Those considered absolutely necessary)

Educational/Vocational Qualifications

- Tertiary Qualification in Social Sciences, Social Work or Education

Experience

- Relevant experience in a human service, community or other related organisation
- Project management, including the management of budgets.

Knowledge

- Working knowledge of South Australian human services (welfare, health, education)
- Working knowledge of State and Federal welfare and social policy.

Personal Qualities/Skills/Aptitudes – For this Position

- Ability to relate to a variety of people - welfare professionals, commercial and business contacts, colleagues, interns, students and Governors.
- Holder of current driver's license
- Computer literacy - competence in the use of MS Word, Excel and email and internet systems
- Australian residency
- Sound time management and organisation skills
- Approachability and flexibility
- Research and analytical ability
- Professional presentation
- Ability to work independently and autonomously, as well as part of a small team.

Personal Qualities/Skills/Aptitudes – All Wyatt Team Members

- Commitment to the values of Wyatt and achieving the best outcomes for Wyatt target groups,
- Understanding and empathy in relation to the circumstances of people experiencing financial disadvantage and its causes
- Respect for the different contribution of individuals within the staff team
- Qualities of teamwork, compassion and knowledge sharing
- commitment to process of continuous improvement.