

**POSITION DESCRIPTION – GRANTS MANAGER**

**ABOUT REGIONAL ARTS AUSTRALIA**

Regional Arts Australia (RAA) is a not for profit peak body that is the national voice for arts in regional Australia. We seek to ensure the arts in regional Australia are recognised as essential and are embedded within the Federal Governments Plan for Regional Australia. We encourage programs that support a creative ecosystem that is interconnected and integrated across art form, across communities and across landscapes.

**OUR VALUES**

In all that we do we will be accountable, inclusive, open, equitable, and demonstrate integrity.

**POSITION OVERVIEW**

Regional Arts Australia is a national organisation with staff in different States and Territories. The Grants Manager will be part of the core team working within the guidelines of Regional Arts Australia’s strategic plan goals and objectives and in compliance with the organisation’s OHS systems, policies, and processes to ensure all organisational and legislative compliance.

<b>Position Title:</b> Grants Manager		<b>Reporting to:</b> General Manager	
<b>Remuneration</b>	\$72-75,000 per annum/pro-rata plus Superannuation Guarantee	<b>Hours</b>	.8 FTE (60.8 hrs/fortnight)
<b>Employment Terms</b>	Extension of these employment terms are subject to funding. The general conditions of employment are defined in RAA’s Employment Policy.		
<b>Location</b>	RAA’s staff work remotely across the country. Successful applicant can work from any location in Australia. Working arrangements will be negotiated.		

**ROLE OBJECTIVES**

The objective of the Grants Manager is to ensure all aspects of RAA’s grants programs are delivered according to a high professional standard and in a timely manner. The role will have operational responsibility for managing RAA’s delivery and reporting requirements for all grants programs including the Regional Arts Fund (RAF).

The Grants Manager Role will support the objectives of our grants programs to:

- Encourage and supporting best practice across Australia;
- Raise the profile of the Australian regional, rural and remote arts and creative sector;
- Build partnerships that nurture a foundation for connection between practitioners and organisations;
- Build cross-industry partnerships across the health, education and tourism sectors;
- Demonstrate capacity building within local communities and communities of creative practice

## **ABOUT THE REGIONAL ARTS FUND (RAF)**

Since 2001, RAA has managed the Regional Arts Fund for the Australian Government to support and create opportunities that benefit Australians. Through a national approach, Regional Arts Australia (RAA) ensures that arts and creativity across regional Australia. The Regional Program Administrators (RPA's) contracted in each state and territory ensured the funds are used efficiently and distributed equitably. This devolved model allows arts organisations to build regional capacity and ensures regional people have a say in setting arts and cultural priorities for regional and remote Australia. The model also builds a network of regional expertise and peers.

The Grants Manager will manage critical elements of the national delivery and national reporting, Quick Response Grants, National Projects and the online grant application system. This position provides primary responsibility for aggregating national RAF reports to Government. Additionally, the RAF Manager will develop a broad knowledge base about Regional Arts Fund projects and have the ability to respond to requests for detailed information about the program in a timely manner. The successful applicant is expected to communicate effectively with a range of national networks, government agencies and other key stakeholders

## **ROLE RESPONSIBILITIES**

To succeed in this role you will have a strong understanding of and can demonstrate:

### **Program Management:**

- Proactively maintain excellent working relationships with all RAA stakeholders and partners for the successful delivery of RAA Grants and programs including the RAF.
- Liaise with the relevant RAA Program Coordinators and to support the timely delivery of their program areas.
- Manage and coordinate the national network of RAF Managers.
- Work with the RAA team towards the completion of all required milestones including the submission of a program plans, schedules, reporting and acquittals
- Meet all internal and external reporting requirements

### **Information and Data management:**

- Co-ordination of data collection relating to grant programs
- Collation and analysis of data from SmartyGrants to inform reports, research and other documents.
- Ongoing development and maintenance of the national grants management system in SmartyGrants
- Integration of Smarty grants and tableau for annual RAF mapping online publication
- Develop and provide RAF-related information through web-based, email and other online tools, to Regional Arts Australia organisations, RAA stakeholders and Australian Government representatives as required

### **Report preparation:**

- All contractual reporting associated with the RAF including half-yearly progress reports, comprehensive annual reports, program specific reporting and end of deed reporting for the Office of the Arts
- Ongoing progress reporting to Executive
- Other reporting as required

**Communications:**

- Coordination of RAF national grant round announcements including preparation of national media releases.
- Development of content including short stories, promotion, RAF case studies, and infographics for publication across RAA's platforms.
- Manage an ongoing RAF promotion campaign
- Contribute to archiving and documentation of media responses

**Program Design:**

- Proactively collaborate with the Executive in developing new granting possibilities, partnerships and programs

**CONTRACT**

This is a 3 year contract position with a three -month probation period

**SUPERVISION AND DELEGATION**

This position works directly with the RAA General Manager and at times the Executive Director. The successful candidate will understand and adhere to requirements of confidentiality when dealing with company information and protocols. The position reports to the General Manager of Regional Arts Australia and will be required to notify the General Manager of any logistical / financial considerations and or concerns.

**SELECTION CRITERIA**

- Proven experience in grants administration with a minimum of 5-years' experience in a similar role.
- Excellent communication and interpersonal skills including an exceptional capability to develop and maintain relationships with a broad range of key stakeholders.
- Expertise in Smarty Grants (or other grantmaking software) administration.
- High level computer skills and knowledge, include ability to operate in a Microsoft Outlook environment, remote working, video conferencing, and data mapping software.
- Excellent time management skills and ability to work as part of a team and independently with a professional and mature approach.
- Proven experience in the preparation and delivery of detailed project plans, and database systems with a high-level accuracy and meticulous attention to detail.

**Desirable**

- A sound knowledge of the arts grants and funding environment in Australia.
- An understanding of key issues of the Regional Arts sector and more broadly Regional and Remote Australia.

**To apply for this position**, email a cover letter, a statement addressing the selection criteria (2 pages maximum) and your CV (1-2 pages) including the names and contact details of two referees in a combined PDF document to:

**General Manager, Regional Arts Australia**

[gm@regionalarts.com.au](mailto:gm@regionalarts.com.au)

**Closing 17 Jan 9am**