

POSITION DESCRIPTION – GRANTS COORDINATOR (TEMPORARY PARENTAL LEAVE REPLACEMENT)

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. Regional Arts Australia is a national organisation with staff in different States and Territories

OUR VALUES

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

POSITION OVERVIEW

The Grants Coordinator is a temporary parental leave role and 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 WHS systems, policies, and processes to ensure all organisational and legislative compliance.

Position Title: Grants Coordinator (Parental leave Replacement)		Reporting to: General Manager	
Remuneration	\$72,000 per annum/pro-rata plus Superannuation	Hours	.6 FTE (45.6 hrs/fortnight)
Employment Terms	The general conditions of employment are defined in RAA’s Employment Policy. Temporary fixed term contract.		
Location	RAA’s staff work remotely across the country. Successful applicant can work from any location in Australia. Working arrangements will be negotiated.		

ROLE OBJECTIVE

The role will have operational responsibility for RAA’s delivery and reporting requirements for the **Regional Arts Fund (RAF)**, ensuring all aspects of RAA’s grants programs are delivered according to a high professional standard and in a timely manner.

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 Coordinator will manage critical elements of the national delivery and national reporting through our online grant application system Smarty Grants. This position provides primary responsibility for aggregating national RAF reports to Government. Additionally, the Grants Co-ordinator 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 manage data and reporting requirements.

ROLE RESPONSIBILITIES

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

Coordination of Grants Rounds & Collation of Data:

- Coordination of RAF national grant rounds
- 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.
- Work with the RAA team towards the completion of all required milestones including the submission of a program plans, schedules, reporting and acquittals
- Contribute to archiving and documentation of the program
- Meet all internal and external reporting requirements
- Other reporting as required

CONTRACT

This is a 6 month fixed-term contract. The position is temporary.

The employee who is taking leave has the right to return to their job

There are situations where the employer or employee who is taking parental leave can end the leave which could affect their employment.

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.

SELECTION CRITERIA

- Proven experience in grant administration with a minimum of three years' experience in a similar role.
- A sound knowledge of the grants and funding environment in Australia.
- Expertise in Smarty Grants, administration and reporting.
- Advanced level computer skills and knowledge, particularly in Microsoft Excel and data visualization and the ability to operate in a Microsoft Outlook/Office environment
- Proven experience in data collection, management and interpretation to generate reports for multiple stakeholders.
- Excellent time management skills and demonstrated experience in the preparation and delivery of detailed project plan
- Demonstrated ability to work remotely and independently while and ability to contribution to the team with a professional and mature approach.

To apply for this position, email a single PDF combining 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 to:

General Manager, Regional Arts Australia

gm@regionalarts.com.au

Closing Tuesday 1 April 5pm