

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.

Position Title: Grants Manager		Reporting to: General Manager	
Remuneration	\$72-75,000 per annum/pro-rata plus Superannuation	Hours	.8 FTE (60.8 hrs/fortnight)
Employment Terms	The general conditions of employment are defined in RAA's Employment Policy.		
Location	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, in particular the **Regional Arts Fund (RAF)**.

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 through our online grant application system Smarty Grants. This position provides primary responsibility for aggregating national RAF reports to Government. Additionally, the Grants 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 manage data and reporting for a range of 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 & RAF Grants and programs.
- Manage and coordinate the national network of RAF Managers.
- Monitor contractual obligations of the Regional Program Administrators in delivering the RAF.
- Work with the RAA team towards the completion of all required milestones including the submission of a program plans, schedules, reporting and acquittals.
- Liaise with the relevant RAA Program Coordinators and to support the timely delivery of their program areas.
- 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 2-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..

SELECTION CRITERIA

- Proven experience in grant making and administration with a minimum of three 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, 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 plans
- Demonstrated ability to work remotely and independently while and ability to contribution to the team with a professional and mature approach.

Desirable

- A sound knowledge of the grants and funding environment in Australia.
- An understanding of key issues across Regional and Remote Australia.

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 21 March 5pm