



Job Description

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| Job title | Grants Coordinator |
| Location | Sydney, Australia |
| Hours | Full time (37.5 hours per week) (To June 2024) |
| Reports to | Grants Manager, Good Things Foundation Australia |
| Staff responsible For | None |
| Date | December 2022 |
| Benefits | <ul style="list-style-type: none"> ● Salary packaging - Additional \$15,900 tax free component ● Additional 3 days paid leave between Christmas and New Year ● Generous annual learning and development budget of \$1000 for each employee ● Flexible working arrangements and a combination of work from home and collaboration time in the office ● Employee Assistance Program (6 sessions per employee and their family members) ● Access to contemporary co-working space at The Hub, Hyde Park, Sydney ● A diverse and inclusive workplace, where different cultures are celebrated and reflected upon ● Opportunity to provide feedback through annual engagement surveys. |
| Job Purpose | <p>Reporting to the Grants Manager you will support the development and successful delivery of a large multi-year community grants program including a robust delivery and network funding plan.</p> <p>For our largest program, Good Things Foundation is working with the Australian Department of Social Services to manage the 'Be Connected Program' - which involves a network of 3700 community-based organisations supporting Australian seniors to build their digital confidence and skills. The Be Connected grants</p> |

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| | <p>program is available to Network Partners to support the delivery of digital literacy activity across Australia.</p> <p>You will work closely with the Grants Manager to ensure that the Network is always well placed to deliver the grants strategy and is aligned to the Good Things Foundation strategy. In addition you will support the Grants Manager to support the smooth delivery of the grants program from awarding applications through to processing invoices and troubleshooting any issues as they arise.</p> <p>With an eye for detail and demonstrable experience collating reports for senior managers and stakeholders you will work with the Grants Manager to coordinate funded delivery reporting and to provide regular reports to the Australian (and sometimes UK) Leadership Teams. You will provide intelligence to the wider organisation to inform strategic and operational planning.</p> <p>You will review and analyse data to make sound judgements on whether delivery is on track and recommend solutions that mitigate performance issues.</p> <p>In due course you should expect to support delivery of some additional Network-based projects and will be expected to take a proactive approach to this.</p> <p>You can work independently and are happy to work as part of a small team that is operating both from home and the Australian office of Good Things Foundation in Sydney.</p> |
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Key Objectives and Accountabilities

Network Funding

- To support the Grants Manager in implementing a highly effective network funding plan to meet or exceed Good Things Foundation's delivery targets.
- To support the effective delivery of services to the Be Connected Network including coordinating the grant application process and providing recommendations for grant and performance management.
- Support the Network team with the processing of invoices and payments to Network Partners
- To compile data and reports that support performance improvement, quality assurance compliance and fraud detection.
- Provide recommendations for reallocation of funding to maximise delivery and to ensure that targets are achieved.
- Respond to new funding opportunities and support the development of new grant funding programs.

- To support the Grants Manager with reviews of the Be Connected grant program to ensure that funding is always fully allocated so that delivery is maximised.

Data and Information Management and Reporting

- To support the monitoring and reviewing of the Be Connected Network grant program performance working closely with the Grants Manager to monitor and manage performance through the use of robust data and management information.
- Supporting the identification of Network Partner underperformance and recommending measures to support Network partners.
- To support the Network Team to gather and collect network intelligence and feed it back into the business to inform and drive Good Things Foundation's Australia network strategy and activities, e.g training plan, engagement plan.
- Support the Director of Partnerships & Growth and the Grants Manager to collate information for reporting to key stakeholders e.g. funders, Good Things Foundation Board etc.

Person Specification

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| Experience | <ul style="list-style-type: none"> • Experience in the administration and coordination of programs preferably in a community and/or social purpose organisation • Experience in data analysis and development of performance reporting • Experience of contributing to the wider corporate needs of an organisation beyond your immediate job description • An eye for detail and demonstrable experience collating reports for senior managers and stakeholders • Experience using Salesforce (desirable) |
| Knowledge and skills | <ul style="list-style-type: none"> • Ability to think innovatively and to turn that thinking into realistic plans and workflows. • Proven problem solver, with evidence of providing simple, practical solutions to complex problems. • Proactive and flexible to taking on new areas of work and doing whatever is needed to get the job done. • Experience working in the social purpose/human service sector. • Excellent communications, influencing and negotiating skills • Must be prepared to undertake occasional pre-agreed out of hours work and/or travel to support operational planning and network engagement activities. |
| Education and qualifications | <ul style="list-style-type: none"> • Educated to degree level or equivalent |