

# Position Description

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<b>Position title:</b>	<b>Community Grants Officer</b>
Position number:	60
Group:	Community and Culture
Reports to position title:	Team Leader Community Development
Number of direct reports:	<input checked="" type="checkbox"/> Nil <input type="checkbox"/> 1 - 3 <input type="checkbox"/> 4 - 6 <input type="checkbox"/> 7 - 9 <input type="checkbox"/> 10 +
Range or classification:	Pay point 19 - 23
Approved:	October 2025

## About the Group

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The Community and Culture Group has primary responsibility for managing and leading council’s community and cultural services. This includes, but is not limited to, City Culture, Community Development, Community Volunteer Services, Children’s Services (Early Learning, Outside School Hours Care, and Family Day Care) and Youth Services.

## Duties and Responsibilities

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- Lead the coordination and delivery of Council’s community grant program, including on-demand and bi-annual programs across three streams: Quick Response, Community, Cultural and Creative.
- Manage grant rounds, application processes, and systems like SmartyGrants and Technology One.
- Work with subject matter experts to update policies and grant guidelines for relevance, equity, transparency and fairness.

- Develop application forms and coordinate new grant rounds in collaboration with grant subject matter experts.
- Coordinate marketing and promotion of grant program through digital channels and information sessions.
- Manage communications with applicants and direct queries to appropriate grant subject matter experts.
- Assess applications in accordance with guidelines and Council's Grants and Sponsorship Policy and lead assessment panels deliberations and report outcomes.
- Promote equity and inclusion by identifying barriers and supporting diverse communities.
- Use a collaborative, placed-based approach to address local issues.
- Build partnerships with community groups, service providers and other councils.
- Support community initiatives and help groups with grant applications and accessing opportunities.
- Represent Council at community and interagency meetings.
- Collaborate internally on community projects and provide feedback to guide Council's response to social issues.

In addition to the above, a worker may also be directed to carry out duties and tasks as are within the limits of the worker's skill, competence and training.

## Selection Criteria

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### Essential

1. Tertiary qualifications or Diploma in community services, social or behavioural sciences, or a related field, and/or equivalent experience, particularly with vulnerable communities.
2. Demonstrated skills and experience in developing, implementing and evaluating grant processes and policies.
3. Proven ability to lead and inspire others to embrace diversity and inclusion with strong understanding and experience of community development principles, engagement and community participation.
4. Relevant experience coordinating grant programs and developing partnership, with excellent facilitation skills and the ability to identify and engage key stakeholders.
5. Sound judgement and governance experience in preparing grants assessments and recommendations, with strong time management and the ability to work independently and collaboratively.
6. High-level written, and verbal communication skills, including policy writing, report preparation, conflict resolution.

## **Desirable**

7. Certification and/or training in diversity, equity and inclusion, First Nations and multicultural communities, homelessness, low literacy, domestic violence, living in poverty and community safety.
8. Knowledge of, or ability to learn, SmartyGrants and data systems such as Technology One.
9. Current drivers' license.

## **Authority and Delegations**

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The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

- There are no Delegations or Powers of entries that apply to this position.

## **Pre-Employment Requirements**

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### **Child and Youth Safety**

Council is committed to the safety and wellbeing of children and youth while enabling their participation as a valued member of our community.

We have zero tolerance to child or youth abuse or harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

- A Registration to Work with Vulnerable People (Tas.) is required.

### **National Police Check**

- A current National Police Check is required for this position to assess the suitability of the preferred candidate. Appointment to the role is subject to the results of the check, and candidates whose history is deemed unsuitable will not be offered employment.