



## Position Description

<b>Job title:</b>	Grants Support Team Member (full-time, ongoing role)
<b>Location:</b>	CBF Offices, Level 7, 369 Royal Parade, Parkville, Melbourne
<b>Reporting to:</b>	Executive Officer
<b>Salary range:</b>	Equivalent to APS Level 6 (\$84,139 - \$98,816), starting at Salary Point 1 (\$84,139) plus employer contributed superannuation at 15.4%
<b>Other terms:</b>	In accordance with the CBF Employment Agreement
<b>Objective:</b>	Responsible for the efficient administration of grants and projects, and supporting the CBF Board, Grants Advisory Committees and senior members of the CBF Support Team.

### Key responsibilities

1. Administer grant and project funding systems with a particular focus on community radio stations in NSW and the ACT. Responsibilities include:
  - Providing support and guidance to applicants & grantees throughout the grants process
  - Processing grant applications for review by volunteer Grant Assessors
  - Monitoring grants compliance
  - Drafting grant guidelines, application forms, grant offers and funding agreements
  - Preparing and issuing grant offers and payments
  - Maintaining grant management (SmartyGrants) and CRM systems
  - Maintaining the CBF procedures manual and archives
2. As a member of the Grants Support Team, contribute to the provision of support to the Board, Grants Advisory Committees, Grant Assessors. Shared responsibilities include:
  - Draft and circulate agenda papers
  - Record minutes of meetings and draft reports
  - Maintain advisory committee policy registers for relevant grant funds
  - Research and prepare correspondence, reports, information and discussion papers as required
  - Supporting Evaluation Framework processes, including analysis of data, research and grant outcomes
3. Assist with representations to government, other funding sources and community broadcasting organisations.
4. Contribute to publications, promotions and reports.

5. Other duties as directed by the Chief Executive Officer or Executive Officer

**Stakeholder relationships**

<b>Internal</b>	<b>External</b>
CBF Board Grants Advisory Committees Grant Assessors Other CBF Support Team members	Community broadcasters as grant applicants and grantees Australian Government via Department of Communications & the Arts (DOCA) Donors and supporters Representatives of community media organisations

**Reporting relationships**

<b>Reporting to</b>	<b>Frequency</b>	<b>Format</b>
Executive Officer	Fortnightly, or as required	Verbal work-in-progress



## Background information

The Community Broadcasting Foundation is a champion of community media – Australia’s largest independent media sector. Each year, we distribute more than \$18 million in funding to strengthen over 450 community media organisations across Australia. These organisations produce media for the community, by the community.

The CBF has a staff complement of 8.7 EFT across 10 positions; and over 120 volunteers working on our Assessor Team, Advisory committees and Board.

## Our grant programs

Our grant programs help community media organisations in urban, regional, rural and remote Australia to produce media. We provide Development & Operations, Content, and Sector Investment grants.

The projects we fund range in size and scope: from nation-wide projects that enhance the impact of community media, to grants for equipment or capacity building on a local level. Many of the projects we fund support the production of content that is shared with audiences on-air or on-demand. Programs, series and segments share information in community languages, foster discussion about issues and raise the profile of community groups and services, musicians, artists and storytellers.

## Consultation & independence

The CBF promotes an open dialogue with stakeholders within the community media sector and with government but operates at arms-length from both in grant-making. Our independence is essential for fair, equitable and transparent grants processes.

The voluntary involvement of experienced community broadcasters and industry experts within our work is at the heart of how we operate. Together, our volunteers review almost 1,000 grant applications each year. Our volunteers contribute their insights and experience so that our grant programs respond and adapt to meet the changing needs of the community media.

Read more about us in [our Strategic Plan](#).

## Our values

Community-minded | We care.

Collaborative | We listen and work together.

Inclusive | We embrace and celebrate diversity.

Trusted | We work with integrity.

## Our Grants Support Team

We have four people working in our Grants Support Team (total EFT 3.7).

The team works collaboratively to administer our grants process and provide support to applicants and internal stakeholders. The Grants Support Team manages relationships with grant applicants and grant recipients, informing them of the opportunities and responsibilities of CBF grants programs. Regular liaison supports the end-to-end grant application, monitoring and evaluation process. Read more about our support team [here](#).

As a member of the Grants Support Team, you will represent our values. You'll provide clear, accurate and relevant advice, support our volunteer grant committees and maintain our online grants management and CRM systems. You may also represent the CBF at sector conferences where workshops or information sessions on CBF grants are featured. Occasional travel and weekend work is required, with time-in-lieu provisions as per the CBF Employment Agreement.

For more information on the work of the Community Broadcasting Foundation visit [www.cbf.org.au](http://www.cbf.org.au)

## Selection Criteria

### *Relevant knowledge, skills and previous experience*

- Excellent written and oral communication and interpersonal skills. Ability to communicate sensitively and effectively with people of Indigenous or non-English speaking backgrounds
- Superior planning, organisational and problem-solving skills
- High proficiency with Microsoft Office (Word, Excel, & PowerPoint)
- Tertiary qualifications in Public Administration, Media or Communications or an equivalent level of knowledge gained through education, training and experience
- Relevant prior work experience

### *Personal attributes*

- Creative, strategic and analytical thinker with a flexible, hands-on approach
- Self-motivated and energetic
- Ability to work both independently and in a team
- Ability to work under pressure and to multiple priorities and deadlines
- Professional presentation skills, confident and friendly disposition
- Enthusiasm for community media

### *Desirable Criteria:*

- Experience in grants administration or community broadcasting or the NFP sector
- Financial literacy
- Experience with CRM systems
- Data analysis skills
- Leadership skills

*The CBF is an equal opportunity employer. Aboriginal and Torres Strait Islander peoples, women, people with culturally and linguistically diverse backgrounds, people with a disability and people identifying as LGBTIQ are encouraged to apply.*

All applicants must hold the right to work in Australia.

## How to apply

**Review the Position Description, selection criteria and background information.** Apply now by submitting your resume, and a cover letter of no more than 2-3 pages that addresses the skills required, explains your motivation and suitability for this position, by email to:

Sue Hendy  
Acting Executive Officer  
[sue@cbf.com.au](mailto:sue@cbf.com.au)

For more information contact Sue on 03 8341 5900.

Applications close at 3pm AEDT Thursday 5 December 2019.