

## Who we are

The Community Broadcasting Foundation is a champion of community media – Australia’s largest independent media sector.

Each year, we distribute nearly \$20 million in funding to support over 450 community media organisations to share knowledge, foster discussion, create connections and tell the unique stories that make up and strengthen our society. Our grants support community broadcasters produce and distribute media for the community, by the community.

The CBF currently have 10 staff members who are supported by over 140 volunteers working on our Assessor Team, Advisory committees and Board.

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.

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

## Our grant programs

Our grants support community media organisations in urban, regional, rural and remote locations across the country and range in size and scope through our three grants programs:

- Sector Investment grants - nation-wide initiatives that enhance the impact and build the capacity of community media as a whole
- Development & Operations grants - for equipment, operational costs or capacity building on a local level
- Content grants – that support the production of programs for broadcast on-air or on-demand that share information in community languages, fosters discussion about issues and raises the profile of community groups and services, musicians, artists and storytellers.

Read more about our grants programs [here](#).

## 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**

Reporting to the Executive Officer, there are currently 3 people in our Grants Support Team.

The team work collaboratively to administer our grants processes and provide support to applicants and internal stakeholders. The Grants Support Team manage 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, reporting and evaluation process.

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 system. You may also represent the CBF at sector conferences where workshops or information sessions on CBF grants are featured. Occasional travel and weekend or after-hours work is required, with time-in-lieu provisions as per the CBF Employment Agreement.

Read more about our support team [here](#).

## Position Description

<b>Job title:</b>	Grants Support Team Member (fixed term, 12-month contract)
<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, starting at Salary Point 1 (\$87,538 FTE) plus employer contributed superannuation at 15.4%
<b>Other terms:</b>	In accordance with the CBF Employment Agreement
<b>Objective:</b>	Working with the wider CBF team including the CBF Board and volunteer Grants Advisory Committees, the role is responsible for the efficient administration and management of grants and projects that support community media broadcasters.

### Key responsibilities

As a member of the Grants Support Team you will:

1. Administer and manage grant and project funding programs and systems including:
  - Providing support and guidance to applicants & grantees throughout the grants process
  - Processing grant applications for review by volunteer Grant Assessors
  - Monitoring grants compliance and acquittal processes
  - Drafting grant guidelines, application forms, grant offers and funding agreements
  - Preparing and issuing grant offers and payments
  - Maintaining the grant management system - SmartyGrants
  - Maintaining the CBF policies and procedures manual and archives.
2. Provide support and guidance to the Grants Advisory Committees including:
  - Drafting and compiling meeting agendas and papers
  - Recording minutes of meetings and grant decision-making outcomes
  - Maintaining Grants Advisory Committee policy registers and evaluation frameworks
  - Guiding and advising Grants Advisory Committees in their decision-making processes.
3. Provide support to the CEO, Executive Officer, Board and wider Support Team as required.
  - Developing, supporting and reporting on the CBF's Evaluation Framework
  - Researching and preparing correspondence, reports, information and discussion papers to inform decision-making at all levels of the organisation.
4. Assist with representations to government, other funding sources and community broadcasting organisations including:
  - Contributing to publications, promotions and reports
  - Data analysis and the drafting of reporting outcomes
  - Managing stakeholder relationships as required.
5. Other duties as directed by the Chief Executive Officer or Executive Officer.

## Stakeholder relationships

Internal	External
CBF Board Grants Advisory Committees Grant Assessors Other CBF Support Team members	Community broadcasters as grant applicants and grantees Australian Government via Department of Infrastructure, Transport, Regional Development and Communications (DITRDC) Representatives of community media organisations

## Reporting relationships

Reporting to	Frequency	Format
Executive Officer	Weekly Team meetings Monthly individual meetings	Verbal work-in-progress

## Selection Criteria

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

- Prior experience of grant-making and/or community broadcasting
- Excellent communication, interpersonal and administrative skills
- Experience supporting committees or boards, drafting reports and minutes
- Effective engagement of key stakeholders, including volunteers, and ability to communicate with those from culturally diverse backgrounds
- Proven ability to successfully develop and implement strategies, processes and policies
- Superior planning, organisational and problem-solving skills
- Tertiary qualifications in Public Administration, Media or Communications or an equivalent level of knowledge gained through education, training and 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 with SmartyGrants
- Data analysis skills
- Report writing skills
- Financial literacy

*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 strongly encouraged to apply.*

All applicants must hold the right to work in Australia.

## How to apply

Applications will be reviewed as received so please submit your application early!

Review the background information and Position Description provided and apply by submitting your resume, and a cover letter of no more than 2 pages addressing the skills required, and explaining your motivation and suitability for this position.

Send by email to:

Rachel Rees  
Executive Officer  
[rachel@cbf.com.au](mailto:rachel@cbf.com.au)

Alternatively, please call Rachel on 03 8341 5933 for a further discussion.

**Applications close at 5pm AEDT Sunday 31 October 2021.**