



Position Description: Assessor Team member

Supervisor	Georgie Boucher, Grants Support Team – Volunteer Manager
Location	Online
Time commitment	<ul style="list-style-type: none">• Participation in the March and September assessment rounds if available. This includes assessing a maximum of 25 grant applications within a three-week period.• Approximately 12 hours of training.
Term	Three years

About us

The Community Broadcasting Foundation (CBF) is a proud champion of community media – Australia's largest independent media sector.

Our funding supports organisations to enrich people's lives with a diversity of choice in our media. We help to produce local stories, news and cultural content reflecting the many perspectives, people and communities that make up Australia; to ensure community broadcasting is at the heart of every community. Our funding helps connect people, including more than five million Australians* who tune in to their local radio station weekly.

Across the CBF, we are united by our vision and beliefs, and common values are the cornerstone of our community-based organisation, informing our decision-making.

*CBA Community Radio Listener Survey, 2022.

Our grant programs

We distribute three types of grants: [Content](#) (including [Specialist Programming](#)), [Development & Operations](#), and [Sector Investment](#).

The projects we fund range in size and scope, from nation-wide projects that enhance the impact of community media to local-level grants for equipment, capacity-building and governance.

Many of our grants also support the production of content that fosters discussion about local and national issues, provides information in community languages, amplifies local stories and voices, and highlights groups, services, musicians and artists in the community. These programs, series and segments are shared with audiences on-air or on-demand in communities across Australia.

Consultation & independence

We believe in the need to be independent and transparent in supporting a resilient sector for the long-term. Our independence is essential for fair and equitable grants processes.



Our grants review process is based on a peer-review model. Experienced community broadcasters and industry experts are central to how we operate. Together, our volunteers review almost 500 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 community media.

For more information on the work of the CBF visit www.cbf.org.au.

Role description

Members of the CBF Assessor Team independently consider, score and provide advice on Content and/or Development & Operations grant applications through our online grants management system, SmartyGrants.

Responsibilities

Members of the Assessor Team are independent, expert advisors with the following responsibilities:

- participating (when available) in assessment rounds in March and September
- providing independent, informed assessment scores and feedback on a maximum of 25 grant applications within a three-week period
- suggesting suitable amendments to project budgets for the consideration of the relevant Grants Advisory Committee where necessary (i.e. budget doesn't meet grant guidelines, particular item requested seems unreasonably priced)
- providing comments on the application to assist the decision-making process of the Grants Advisory Committee
- providing feedback on the application to assist the applicant to improve their next application if it is partially funded or not funded
- abiding by the CBF Code of Conduct and the Conflict of Interest Policy
- remaining abreast of current and emerging community broadcasting issues, policy and practice relating to better practice in assessment, grant-making, sector development and any relevant broader industry developments.

Qualifications and experience

As a member of our Assessor Team you will be part of a dedicated team of over 140 people, who bring significant skills, knowledge and experience in community media. This includes:

- Station management
- Organisational governance
- Financial management
- Business development/fundraising
- Events, marketing & promotions
- Studio/transmission/general technology
- Training
- Specialist content production being First Nations Australians, RPH and ethnic programming
- Programming made by and for people with a disability
- Programming made by and for LGBTIQ+ people
- Narrative/storytelling
- News and current affairs
- Events/OBs



- Variety/magazine
- Specialist music
- Project management
- Social inclusion
- Broadcast platforms (including Audio, Video, Online)
- A range of station experience (including station size, metro/regional/remote and geographical dispersion)
- Ethnic/First Nations/RPH broadcasting sectors.

Our assessors bring significant knowledge of, and experience in, community media. We are committed to recruiting Assessor Team members who reflect the diversity of the community and have the optimum combination of experience, skills and attributes.

As an assessor you will be recruited according to our [Diversity, Access and Equity Policy](#). We welcome volunteers from the following backgrounds:

- Aboriginal and Torres Strait Islander peoples
- women
- people with a disability
- Lesbian, Gay, Bisexual, Transgender, Intersex, Queer and Asexual (LGBTIQA+) people
- culturally and linguistically diverse
- young people
- people living in non-metropolitan areas.

Training and support

You will be provided with induction and training by the Grants Support Team prior to your first assessment round. You will also receive a link to the [Volunteer Resources](#) section of the CBF website including information within the following sections: About us, About community media, Induction materials, Research & reports, About grantmaking & assessment, Policies & forms, Training opportunities.

A range of video resources will be available to you all year round including How to Assess CBF Grants (for new and previous assessors), Assessor Do's & Don'ts and Key Criteria Tips.

You will also be encouraged to complete online Indigenous and CALD cultural competency training (unless exempted due to your cultural background, prior experience or learning) as well as annual small-group online Assessor Skills Workshops.

Your main source of support during your term will be the Grants Support Team member – Volunteer Manager. This team member will be available to identify any professional development opportunities, address any concerns and to provide an opportunity for feedback between yourself and your GST support person.

Benefits

The benefits of being an CBF Assessor include:

- improved skills and expertise in assessment and grant writing
- broad insight into current and emerging projects and funding needs of the community broadcasting sector
- greater understanding of CBF decision-making, internal structures and processes
- working as part of a passionate, diverse group of volunteers from the community broadcasting sector



- the opportunity to 'give back' to the community broadcasting sector by ensuring grant funds are distributed in an equitable, impactful way.