

POSITION DESCRIPTION

Job title:	Senior Officer – Grants Community Truth-telling Program
Reporting to:	Manager – Engagement and Healing Community Truth-telling Program
Classification level:	RA level 4
Salary range:	\$85,000 - \$90,000
Term:	Full-time, fixed-term until 30 June 2025
Location:	Sydney (preferred, but potentially negotiable)
Reviewed:	September 2022

ORGANISATIONAL OVERVIEW

Reconciliation Australia is an independent, national, not-for-profit organisation promoting and facilitating reconciliation by building relationships, respect and trust between the wider Australian community and Aboriginal and Torres Strait Islander peoples. Our vision is for a just, equitable and reconciled Australia.

Reconciliation Australia is developing a **Community Truth-telling Program (CTTP)** that will provide a foundation for community members to work together to understand the impacts of the wrongs of the past and make amends, and ensure those wrongs are never repeated.

The Community Truth-telling Program will foster an understanding of the importance of learning about our shared past and support the development of a nationwide culture of truth-telling whilst supporting Aboriginal and Torres Strait Islander people to heal from the past, in turn strengthening relationships.

POSITION PURPOSE

An integral part of the Community Truth-telling Program (CTTP) will be the provision of grants to our stakeholders to support localised truth-telling initiatives.

The Senior Officer, Grants will be responsible for leading the implementation and management of the CTTP grants program. This includes the selection and rollout of an IT based grant system, development of effective grant processes, and ongoing management of the grants program lifecycle (application, agreement, payment and reporting).

Working collaborating within the Community Truth-telling team, the role will also work closely with Reconciliation Australia's IT Manager, Communications and Finance teams.

Aboriginal and Torres Strait Islander peoples are encouraged to apply.

DUTIES

Grant program development and rollout	<ul style="list-style-type: none"> • Research grants systems and platforms to select an effective system that meets program needs. • Drive the implementation of the selected grants platform into our IT systems, including our website.
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DUTIES	
	<ul style="list-style-type: none">• Develop processes and procedures to ensure the effective operation of the grant programs.• Align the implementation and promotion of the grants program with the communications and engagement plan, working closely with the Senior Officer – Engagement & Healing.
Grant program management	<ul style="list-style-type: none">• With the assistance of a Grants Officer, ongoing management of the grants program. This includes assessment of applications, initiating grant agreements, payment of grants (in conjunction with the Finance team) and coordinating grantee reporting and acquittal requirements.• Periodic reporting and monitoring to effectively manage the grants program.• Together with the IT Manager and external consultants ensure the continued effective operation of the IT based grants system.• Identification and management of risks associated with the grants system
Program support	<ul style="list-style-type: none">• Support the overall development, implementation and evaluation of the Community Truth-telling Program with effective program management systems and processes.• Work in a small team and build a strong and effective team culture within it.• Work collaboratively with other areas of Reconciliation Australia, particularly the IT Manager, Finance Team and Communications Team.• Support the development of cultural safe practices within the program• Work with grant recipients to problem solve any issues with grants
Stakeholder engagement and communication	<ul style="list-style-type: none">• Engage, build and maintain effective relationships with Aboriginal and Torres Strait Islander leaders, individuals and organisations.
Other	<ul style="list-style-type: none">• Undertake other tasks as directed by the Manager: Engagement and Healing, Community Truth-telling Program and Senior Manager, Community Truth-telling program.

SUCCESS CRITERIA
<p>Essential:</p> <ol style="list-style-type: none">1. You have proven experience in implementing an effective grants program, including the development of systems and related operating procedures.2. You have strong experience in successfully and efficiently managing the life-cycle of a grants program. This includes assessment of applications, initiating agreements and coordinating grantee reporting and acquittal requirements.3. You have experience working with and maintaining IT-based grants system.



4. You are highly organised and work effectively across teams, identifying and working with key stakeholders and subject matter experts to successfully implement and manage a grants program.
5. You have excellent communication skills, from the ability to present, negotiate and engage with stakeholders, to the proven ability to communicate issues clearly and concisely in communication material and correspondence.
6. You achieve results through effective work planning and collaboration, working effectively as part of a team or across your organisation to deliver priorities for the organisation.
7. You bring a commitment and willingness to learn about and contribute to reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians. This includes learning how truth-telling contributes to healing and achieving a reconciled nation.
8. You bring relevant qualifications which may include, but are not limited to policy, program management, IT, grants management and administration.

Desirable:

9. Experience in working respectfully and effectively with Australia's First Nations peoples, including an understanding of the importance and uniqueness of Aboriginal and Torres Strait Islander peoples, their cultures, knowledges and experiences.