

Grants Officer

Job Description

1. STATEMENT OF COMMITMENT TO CHILD SAFETY

We are committed to child safety. We want children to be safe, happy and empowered and have zero tolerance of child abuse. We understand our legal and moral obligations to treat all concerns seriously and to report allegations and concerns about a child/ren's safety and wellbeing to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

2. POSITION PURPOSE

To identify and pursue opportunities for grants to pay for new equipment and improvements to our facilities. Once opportunity is identified, the Grants Officer coordinates the necessary paperwork for application, project progress reports (if funded) and project acquittal (if funded).

3. KEY ATTRIBUTES OF THE ROLE

No prior knowledge or experience is required for this role. The position is suitable for someone who has sufficient computer literacy to complete online grant application forms and who is happy to spend approximately one hour a month investigating opportunities.

4. KEY RESPONSIBILITIES AND ACTIVITIES

Key Responsibility:	IDENTIFY AND INVESTIGATE GRANT OPPORTUNITIES
Activities <ul style="list-style-type: none"> ▪ Liaise with the SPK Nominated Supervisor to investigate resources and facility improvements required by the kindergarten ▪ Identify grants which could potentially fund the resources/facility improvements required by the kindergarten. ▪ Identify projects with staff, CoM and feedback from SPK annual parent survey 	
Key Responsibility:	PREPARE AND MANAGE ALL GRANT PAPERWORK
Activities <ul style="list-style-type: none"> ▪ Complete the relevant grant application form and supply all necessary paperwork e.g. certificate of incorporation, current public liability insurance certificate, letters of support ▪ Develop a pro active liaison role with council as required e.g. as support for a grant application, for permission to alter existing kindergarten facilities. 	
Key Responsibility:	POLICIES MANAGEMENT
Oversee updates (follow templates and update schedule) and manage the following policies <ul style="list-style-type: none"> ▪ Excursions and Service Events Policy ▪ Water Safety Policy 	