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 grant opportunities that support new resources, equipment and facility improvements at Summerhill Park Kindergarten.
- To coordinate the preparation, submission and management of grant applications, progress reports and acquittals once funding is received.

3. KEY ATTRIBUTES OF THE ROLE
This role is suitable for someone who:
- Has basic computer literacy and attention to detail.
- Enjoys research and writing short, clear applications.
- Can communicate effectively with the Committee of Management, educators and local council representatives.
- Attendance at monthly CoM meetings is **not required**. Written updates can be provided if needed.

4. KEY RESPONSIBILTIES AND ACTIVITIES

Key Responsibility:	IDENTIFY AND INVESTIGATE GRANT OPPORTUNITIES

Activities
- Liaise with the Nominated Supervisor and Committee of Management to identify facility upgrades or resources that may be eligible for funding.
- Research available local, state and federal grant programs relevant to kindergartens or community organisations.
- Review SPK's Quality Improvement Plan (QIP) and family feedback to identify priority projects for funding.
- Work with the Sustainability & Diversity Officer to identify grants that support inclusion, environmental or community projects.

Key Responsibility:	PREPARE AND MANAGE GRANT APPLICATIONS

Activities
- Complete grant applications accurately and in a timely manner, including all required attachments (e.g. Certificate of Incorporation, insurance, letters of support).
- Liaise with Boroondara Council and other stakeholders to secure necessary approvals or endorsements for facility-related applications.
- Maintain a simple record of submitted grants, outcomes and reporting deadlines.
- Collaborate with the Treasurer, Maintenance Officer and WHS Officer to ensure all funded projects meet financial, safety and compliance requirements.
- Prepare and submit progress and acquittal reports for successful grants.

Key Responsibility:	POLICIES MANAGEMENT

Oversee updates (follow templates and update schedule) and manage the following policies
- Sun Protection Policy
- Water Safety Policy

This role works collaboratively with other Committee members, educators and staff to ensure Summerhill Park Kindergarten operates as a cohesive, safe and high-quality service.

Updated: November 2025