

## City of Logan Charitable Trust Limited ATF City of Logan Charitable Trust

**POSITION TITLE:** Grants Administrator

**POSITION OBJECTIVE:** To contribute to the City of Logan Charitable Trust's (the Trust) purpose and mission by providing operational and administrative expertise in grants management, offering insights and recommendations to support and enhance the Trust's grant administration processes.

**RELATIONSHIPS:**

**Reports to:** Chair of the Grants & Community Engagement Committee (GCEC)

**POSITION-SPECIFIC KEY RESPONSIBILITIES:**

**Operational input:** To administer incoming grants, engage with stakeholders and grantees, and provide recommendations to the GCEC on areas for improvement. To comply with existing policies and procedures, and recommend improvements as required with processes to enhance the Trust's grants capability.

**Competencies — role-related:**

1. Grants expertise
  - a. Assist the Chair GCEC to receive, register and review applications and administer the acquittal process, and provide information and guidance to grant applicants.
  - b. Grant management experience to understand end-to-end grant management processes and identify and recommend areas for improvement.
  - c. Assess acquittals and variation requests, providing recommendations regarding acceptability for approval by the Board. Work collaboratively with grant applicants to gather further information where required.
  - d. Conduct research into potential grassroots charities to engage for the purposes of collaborating on aligned core purposes.
  - e. Conduct research on the social impact of the Trust's grant allocations to create compelling case studies that enhance the Trust's storytelling to support its fundraising efforts.
2. Industry Knowledge: Background in similar charitable organisations or sectors.

**Competencies — personal:**

- Advisory capability – Provide sound administrative advice and support regarding the equitable disbursement of funds, making recommendations on the merits of grant applications that align with the Trust Purpose and Logan community needs, and ensuring all administrative processes are followed.
- Integrity - Commitment to high ethical standards and conduct, prioritising the organisation's interests above personal ones, and maintaining strict adherence to administrative protocols.
- Collaborative yet Decisive - Ability to work effectively as a team member, ask critical questions, and advocate strong perspectives.
- Emotional Intelligence - Demonstrated empathy, interpersonal skills, and the ability to tactfully convey views.
- Engagement - Active interest and contribution to the organisation's goals, particularly in supporting and growing the Trust's social impact through effective administration.
- Time management - Ability to invest at least four days per month in delivering quality outcomes for the Trust, in a timely and effective manner.

## **SELECTION CRITERIA:**

- Mandatory: Two or more years' experience in a grants administration role.
- Previous experience in leadership roles within business, not-for-profit organisations or government.
- Relevant qualifications or experience that supports the role of a grants administrator.
- Understanding or appreciation of government regulatory compliance and governance regimes as it may affect the Trust.
- Superior communication skills, capable of tactfully managing difficult conversations with grantees and maintaining professionalism in all interactions.
- Demonstrated high professional and ethical standards.
- Mandatory: ability to invest quality time to deliver on the Trust's objectives.

## **REQUIREMENTS:**

- Commitment to the Trust's vision, mission, purpose, values and core principles.
- Commit to attending and participating in at least 80% of monthly committee meetings annually. Quarterly committee meetings with monthly workshops as required.
- Must be available for increased workload during the biannual grant rounds currently held in May and October.
- We strongly encourage applications from people of diverse backgrounds, including Aboriginal Australians, and individuals from culturally, accessibility, gender, and linguistically diverse communities.
- Able to allocate, on average 6 to 8 hours per week.
- Locally Logan or regionally close preferred, however meritorious remote applications will be considered.