

Position Description

Position Title:	Grants and Tender Coordinator	Business Unit:	Office of the CEO
Classification:	SNAICC Level 6	Reports to:	Director, Corporate Services
Employment Type and FTE:	Fixed Term – 24 months FTE: 1.0	No. Direct Reports	0
<p>Established in 1981, SNAICC – National Voice for our Children is the National Peak Body in Australia for Aboriginal and Torres Strait Islander children. SNAICC’s vision is that Aboriginal and Torres Strait Islander children, young people and families are protected, our communities determine their own futures, and our cultural identity is valued.</p> <p>We work to amplify the voice of community and the sector for the fulfilment of the rights of our children.</p> <p>SNAICC is governed by a Board of Directors: Aboriginal and Torres Strait Islander leaders from the early years, child safety, development and well- being sectors.</p> <p>SNAICC plays a key role in the following areas:</p> <ul style="list-style-type: none"> • Community and sector voice: SNAICC engages with Aboriginal and Torres Strait Islander community and the sector to understand their needs and aspirations and give a strong voice to these perspectives. We also communicate back to and with community on key issues, programs and projects; • Research, policy and leadership: SNAICC seeks to understand and share what works to drive better outcomes for Aboriginal and Torres Strait Islander children and families and translate this into policy and practice; • Sector development: SNAICC works with and supports the sector to enhance the quality, access and sustainability of services. 			
Business unit	<p>SNAICC’s Office of the CEO oversees the efficient management of all CEO Office operations, administration, initiatives and encompasses the following key business areas:</p> <ul style="list-style-type: none"> • Strategic Engagement & Communications • Operations & Planning • Governance • People and Culture • Finance • Corporate Services (legal and compliance obligations) • Administration. 		

Position Summary:	<p>The Grants and Tender Coordinator will play a key support role in the organisation, assisting to identify funding opportunities across government, corporate, philanthropic and partnerships sector. The position will coordinate end-to-end tender and/or grants application process which includes researching, coordinating input across the organisation, and drafting and submitting high-quality proposals.</p> <p>The incumbent will ensure submissions comply with standards and specifications, monitor future tender opportunities, develop and maintain accurate tender registers, coordinate responses and communicate all tender submission status to relevant stakeholders. This role will also play a key role in monitoring the reporting requirements of grants and contracts, working with project managers to ensure reports are submitted as required, and at times review and contribute to required reports.</p>
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Position Characteristics:	Scope:	The Grants and Tender Coordinator will report directly to the Director, Corporate Services.
	Significant internal/external relationships:	<ul style="list-style-type: none"> • Executive Leadership Team, Directors and Managers • Members of all other SNAICC teams: Programs, Policy & Research; Office of the CEO. • External Stakeholders such as funding bodies
	Special Conditions:	Aboriginal and Torres Strait Islander people are encouraged to apply
	Delegations:	In accordance with SNAICC's Board/CEO delegations and quality requirements, policies and procedures.

Key Responsibilities:	Relevant areas & levels within SNAICC Competency Framework.
<ul style="list-style-type: none"> • Coordinate the end-to-end funding application process with relevant Lead and team members, including proposal writing/resourcing budget alignment, submission and follow up. • Develop and maintain a database of pipeline funding development opportunities (government, corporate, philanthropic and partnerships) to ensure maximum timeframe for completion of submissions and developing required partnerships. • Develop and uphold a comprehensive catalogue of tender templates that can be tailored to meet the specific requirements of each individual tender. • Monitor and track tender/grant performance metrics, analysing win/loss data to identify trends and areas for improvement. 	<p>Organisational Awareness & Professionalism</p> <p>1.4.1 Organisational Awareness 1.4.2 Time management 1.3.3 Ethics 1.3.4 Taking Responsibility 1.2.5 Problem solving</p> <p>3. Communication & Relationship Skills</p> <p>3.3.1 Advocacy 3.4.2 Written communication 3.4.3 Verbal Communication 3.3.5 Interpersonal skills</p>

<ul style="list-style-type: none"> • Ensure SNAICC remains informed of significant funding changes through market research and continuous oversight. • Liaise and work closely with internal stakeholders which include Executive Team and Directors through new and existing contracts. • Establish and maintain strong relationships with clients/ customers/ funding bodies. • Develop and implement strategies to maximise success by ensuring that the tender, grant or proposal is of a high standard of quality and accuracy. • Ensure all proposals comply with organisational policies, legal requirements and ethical standards. • Develop compelling and persuasive tender proposals, ensuring clarity, coherence and compliance with tender requirements. 	<p>5.Resources, Assets & Sustainability 5.3.1 Revenue raising 5.3.5 Sustainability</p> <p>6.Service Delivery 6.3.2 Knowledge of Sector Issues 6.3.3 Stakeholder outcomes</p>
<p>Funding Compliance</p> <ul style="list-style-type: none"> • Develop, maintain and monitor the funding reporting schedule (financial and narrative) and ensure timely submission of all funding reports • Implement and refine framework/checklists to provide guidance on proposal opportunities, approval levels, alignment to strategy and funding suitability. • Ensure all funding compliance is completed in a timely manner and any issues are escalated immediately to line manager • Partner with relevant internal stakeholders in the development and implementation of grants and tender reporting to monitor outcomes for SNAICC in line with the impact measure framework. 	<p>8. Program & Contract Management 8.3.3 Contract Management 8.3.4 Achieving results</p> <p>9. Risk Management, Workplace Safety & Quality 9.3.1 Strategy 9.3.2 Quality 9.3.3 Risk Management 9.3.5 Legislation and Compliance</p>
<p>Safety and Wellbeing</p> <ul style="list-style-type: none"> • Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards, and injuries. • Comply with relevant Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training. • Act as a role model by demonstrating safe work behaviours and conducting work in accordance with our safety practices. • Identify and seek appropriate resources to support staff health and wellbeing. 	<p>9. Risk Management, Workplace Safety & Quality 9.3.4 Health Safety Wellbeing</p>
<p>Quality and Compliance</p> <ul style="list-style-type: none"> • Promote a culture of continuous improvement, collaboration and compliance through the provision of mentoring, training and other support. 	

<ul style="list-style-type: none"> • Contribute to internal quality assurance processes, including identifying, developing, implementing and evaluating quality improvement activities. • Ensure adherence to organisational policies and procedure to deliver consistent quality support and service. • Actively participate in internal and external audits with responsibility for compliance • Actively identify, monitor, and manage areas of key risk and lead appropriate escalation and responses. 		
<p>Common duties shared with other SNAICC staff</p> <ul style="list-style-type: none"> • Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans. • Assist in the evaluation of projects, activities, and functions of SNAICC. • Arrange for the distribution and promotion of resources and publications where applicable. 	<p>1. Organisational Awareness and Professionalism 1.4.1 Organisational Awareness 1.4.2 Time Management</p>	
<p>Selection Criteria</p>	<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> • Broad knowledge and understanding of human rights and issues impacting upon Aboriginal and Torres Strait Islander children and families and commitment to the rights, needs and aspirations of Aboriginal and Torres Strait Islander children and families. • Strong time management and organisational skills with the ability to work under pressure, meet tight deadlines and adapt to changing priorities • Proficient in the end-to-end cycle of the tender / grants process, including tracking performance, and ensuring reporting requirements are adhered to • Excellent verbal and written communication skills. • Excellent data analysis skills to strengthen and inform continuous improvement processes • Proficient tender writing skills crafting high-level submissions and supporting documents as required with a keen eye for detail. • Project management experience is desirable • Collaborative, proactive and flexible attitude with a demonstrated ability to excel in a fast-paced environment with competing priorities.
	<p>Qualifications and requirements</p>	<ul style="list-style-type: none"> • Bachelor’s degree in business administration or a related field. • Employee Working with Children Check (WWCC) • Current police check (no older than three months) • Current Driver’s License
	<p>Values</p>	<p>Cultural Safety</p> <ul style="list-style-type: none"> • Aboriginal ways of knowing, doing and being are our foundation and embedded in all aspects of our business activities. We

			expect cultural humility from those we work with.
		Collaboration & trust	<ul style="list-style-type: none"> We value reciprocity and partnerships. We show curiosity rather than judgement and give people the benefit of the doubt.
		Respect and kindness	<ul style="list-style-type: none"> We are all valued and valuable. We communicate with people holistically, recognising their humanity.
		Accountability and integrity	<ul style="list-style-type: none"> We do what we say we will. We accept individual and shared responsibility for our actions and outcomes.
		Staff Wellbeing	We are committed to the wellbeing of our staff.

Health, Safety & Wellbeing Requirements	<ul style="list-style-type: none"> Participate in and contribute to Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors Comply with SNAICC WHS policies and procedures to participate in the achievement of a safe working culture Where appropriate, participate in workplace inspections, accident reporting and investigations, provide information, instruction and coaching
Organisational Expectations	Compliance with organisational policy, procedures including code of conduct.
Acknowledgement of Incumbent	<p>I have read and understood the requirements of the position.</p> <p>Name: (please print)</p> <p>Signature:</p> <p>Date:</p>