

POSITION DESCRIPTION: COMMUNITY GRANTS AND INCLUSION OFFICER

Position title	Community Grants and Inclusion Officer
Salary Classification	Level 5 (Municipal Officer) ASTC EA
Division	Community Development
Position Number	P2139
Responsible to	Manager Community and Cultural Development
Position Status	Permanent- Full Time
Position description approved	<i>Nicole Bzette</i>

Primary Objective

This role oversees community grants and inclusion initiatives to enhance social cohesion and liveability within Alice Springs. The officer will develop and implement programs and events that support diverse cultures, address community needs, and ensure optimal use of resources.

Key Responsibilities

- Oversee the Community Support program and budgets to ensure effective outcomes, including evaluation and continuous improvement of policies and procedures.
- Build and strengthen the capacity of Council and the community to include members who may experience exclusion or discrimination.
- Develop and execute community events and programs that reflect the interests and needs of residents.
- Oversee the implementation of the Multicultural Action Plan and Reconciliation Action Plan.
- Facilitate best-practice engagement for Culturally and Linguistically Diverse communities.
- Research grant opportunities and keep stakeholders informed of funding possibilities.
- Develop processes to ensure proper reporting and acquittal of awarded grant funds.
- Assist in reviewing and assessing Community Support applications and report outcomes to Council.
- Increase participation opportunities for marginalized groups through partnerships and projects.
- Maintain strong relationships with community groups to support the delivery of events and programs.

Work Health & Safety (WHS) Responsibilities

- Take reasonable care for own health and safety.
- Take reasonable care to ensure team members actions or omissions do not adversely affect the health and safety of others.
- Comply with reasonable instructions and directions given by or on behalf of the employer on issues related to health and safety.

- Follow lawful and safe work practices, policies, procedures, guidelines and emergency procedures.
- Use all appropriate personal protective equipment, plant and vehicles in a safe manner.
- Report hazards, accidents, incidents and near-misses to Manager as soon as practicable.
- Ensure adequate training, instruction and supervision are provided when new tasks or operation of new tools, plant or machinery is requested.
- Engage with management in the effort to eliminate unsafe work practices.

Organisational Values and Behaviours

- Uphold organisational values and behave according to Council's Code of Conduct, including treating other team members and the general public with respect.

Delegations

- Manage grant and event budgets within specified limits.

Supervisory Responsibilities

- Nil

Qualifications

- Qualifications or experience in grants, event management, community development, or policy work
- Current NT drivers license
- Current Working with Children Clearance (Ochre card)
- Current provide First Aid & CPR

Special Requirements

- Nil

Selection Criteria

Essential

- Strong understanding of social justice, diversity, and inclusion principles.
- Experience in delivering and assessing grants and sponsorship programs.
- Proven ability to build partnerships with diverse stakeholders.
- Experience in developing and implementing events and programs based on community needs.
- Demonstrated ability to evaluate community projects and events effectively.
- Sound understanding of the role of local government in supporting community projects and events.
- Excellent written and verbal communication skills, including the ability to prepare strategic reports and presentations.
- Strong project management skills with the ability to manage multiple projects concurrently.
- Ability to plan and prioritize workloads effectively.

Desirable

- Understanding of contemporary issues and strategies in grants administration.
- Flexibility to work outside standard hours, including weekends and evenings as required.

Employee Name:

Date

Employee Signature: