Position Description

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| **Title** | Grants Coordinator |
| **Position Location** | Central |
| **Reports to** | Facilities Manager |
| **Direct Reports** | Nil |
| **Classification** | Hay Grade 13 |
| The Childcare and Kindergarten Association Limited (C&K) is a not-for-profit early childhood provider with more than 350 early childhood education and care (ECEC) centres located across Queensland. Our purpose is to nurture and inspire children to succeed in an ever-changing world. This is at the forefront of everything we do.C&K’s vision is to beQueensland’s pre-eminent provider of early education and care.Our values:* *we put children first*
* *we respect all people and each other*
* *we work with integrity and strive for excellence in everything we do*

These underpin the way we work with children and families, communities, colleagues and partners.We reinvest our surplus to benefit children and families disadvantaged in their access to early childhood education. This includes children with additional needs and children and families in rural, remote, Aboriginal and Torres Strait Islander and disadvantaged communities. |
| **Purpose** | To coordinate the application and processing of various grant and other funding opportunities that are identified and available to C&K.  |
| **Key accountabilities**  | * Investigate and procure both existing and possible future grant and / or funding agreements to maximise opportunities for C&K service improvements.
* Proactively investigate and procure funding opportunities to support the provision of goods and services to C&K including (but not limited to) professional development, education, sustainability, innovation, etc.
* Process grant applications from initial applications through completion and acquittal in a timely manner.
* Encourage all C&K branch services and Central business units to participate in grant funding opportunities.
* Ensure Early Child Education Managers (ECEMs) and where required, Regional Managers (RM’s), are kept fully informed of grant applications, progress and outcomes.
* Gather expressions of interest for future projects from C&K centre Directors and Central business units and align with an appropriate grant.
* Work with other members of the Facilities Team to prioritise required works or projects at centres and share these priorities with centre Directors for agreement.
* Maintain a register of all grant and funding applications showing value and status.
* Liaise with contractors and suppliers to procure quotes during applications and then the subsequent firming of quotes for the placement of orders for successful grants.
* Prepare the necessary documentation and reports for the acquittal of grants or funding deed agreements.
* Check the status of completed work and equipment orders to determine approval of the payment of invoices
* Ensure that works are completed within the allocated and approved funding amounts and time constraints and acquittal reports are prepared and submitted per the funding guidelines.
* Work with the Facilities Coordinator through the planning, implementation and completion of projects.
* Work with the Facilities Manager to ensure projects have followed the required processes and internal approvals.
* Prepare and distribute monthly reports to both internal and external stakeholders.

***Please note that the responsibilities outlined in this position description are not exhaustive, and only an indication of the work of the role. C&K can direct you to carry out duties which it considers are within your level of skill, competence and training.*** |
| Key Selection Criteria | * Experience in researching and identifying grant opportunities, with a proven track record of collating, completing and submitting grant applications.
* Demonstrated experience in liaising with contractors and suppliers to procure quotes during applications and then the subsequent firming of quotes for the placement of orders for successful grants.
* An ability to prepare the necessary documentation and reports for the acquittal of grants including the checking and payment of invoices.
* Experience in dealing with internal stakeholders to align grant opportunities with organisation priorities.
* Effective communication (written and verbal) and the ability to build productive working relationships with internal and external stakeholders.
* A high level of initiative, the ability to multi-task and effective organisational and time management skills.
* Demonstrated accuracy and thoroughness with attention to detail in all work undertaken.
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| **Additional information**The successful applicant will be required to:Travel, as necessary. Hold a positive notice (Blue card) working with children check and a current driver’s licence. As a condition of employment with C&K, all employees are required to have 1st and 2nd COVID Vaccinations.The information above is not intended to be an all-inclusive list of the responsibilities of the job described. Rather, they are intended only to describe the general nature of the job. C&K is a growing organisation; to support the vision for the business it is expected that the incumbent will evolve the position over time in alignment with the dynamic nature of the business and the region. |