JOB SPECIFICATION OF GRANTS CONSULTANT

1. In conjunction with other members of staff team
   - Assess applications for financial assistance for individuals and families
   - Assess Further Education and University Scholarship applications
   - Assist Grants Coordinator and other staff to administer these programs.

2. Develop and manage innovative grants programs in partnership with community welfare and educational organizations.

3. Promote Wyatt's programs through public meetings and information/training sessions for referrers.

4. Provide advice to referring agencies on Wyatt grant programs and policies.

5. Contribute to advocacy on issues affecting people in financial hardship or at risk of community exclusion as required.

6. Keep informed and undertake research regarding community needs and resources in order to contribute to innovation and the extension of Wyatt grants programs.

7. Contribute to the review and planning of Wyatt grants policies, grant programs and procedures in conjunction with the CEO and Grants Committee of the Board of Governors.

8. Support and advise the Unit Coordinator on issues relating to residents of the Retirement Units.

The Grants Consultant will be responsible to the CEO and to the Board of Governors.

PERSON SPECIFICATION

- Tertiary qualifications in social sciences, including social work, psychology or education.
- Previous experience in direct service and project management
- Working knowledge of South Australian human services (welfare, health, education)
- Interest and experience in program development and evaluation, social research and social policy.
- Confidence and experience in public speaking
- Ability to relate to a variety of people - welfare professionals, commercial and business contacts, residents, administrative colleagues, Governors.
- Holder of current driver's licence
- Computer literacy - competence in the use of Microsoft Office
- Australian residency
PERFORMANCE INDICATORS

1. Timely and accurate assessment of grant applications and flow through to administrative staff of approvals for payment.
2. Timely and accurate management of projects and partnerships
3. Keeping to budget for grants and partnerships
4. Production of reports within stipulated time frame.
5. Contribution to planning with information/ideas derived from community knowledge and research and effective participation in implementation.
6. Feedback from community agencies regarding quality of liaison/training activity
7. Quality of interaction with Wyatt office team members.
8. Success in development and maintenance of new programs

CONDITIONS OF WORK

Location is Adelaide CBD.
Occasional country travel may be required.
An Employee Collective Agreement (2007) covers conditions of work
75 hours per fortnight - 8.30 am - 5 pm Monday to Friday
Remuneration: Minimum $66,555 p.a. including Super Guarantee Contribution
Salary Packaging available.

APPLICATION

A written application addressing the points listed in the Person Specification and including the names of two referees should be addressed to the CEO.

APPLICATIONS CLOSE 15TH MAY, 2009

Elisabeth Gazard,
CEO,
The Wyatt Benevolent Institution Inc,
100 Pirie Street,
Adelaide SA 5000
Tel 8224 0074  Fax 8223 5990
Email egazard@wyatt.org.au

FURTHER INFORMATION

Please refer to the Wyatt web site www.wyatt.org.au

Staff will be available at the offices of the institution, fifth floor, 100 Pirie Street, Adelaide from 5.30 – 6.30 pm on Wednesday 6th May, 2009 for any potential applicant who requires further information about this position.

We would appreciate an email to advise us that you plan to attend admin@wyatt.org.au prior to Wednesday. If you would like a private interview to discuss your application, please phone to make an appointment.