



Position Description

Grants Coordinator

(Partnerships and Growth - Administration Support)

Role Title	Partnerships and Growth - Administration Support
Team	Partnerships and Growth
Remuneration (if applicable)	\$65,000 -\$75,000 (1FTE)
Award and Grade (if applicable)	
Reports to (Position)	Director of Government Relations
Direct Reports (Position)	None
Date of Approval	8 March 2022

Purpose of Position

Wayside is all about people. Our humanity flourishes when we spend our energy serving others, energized by a mission of creating community with no 'us and them'. The People and Culture Administration Assistant will understand that our mission though simple, is somewhat counter to the wider culture.

The Partnerships and Growth Administration Support role is responsible for a broad range of administrative duties across the Partnerships and Growth Team. The role will have a focus on Government relations and coordinate information flows for all Government Relations processes, contributing to the delivery of effective and efficient relationship and contract management.

Key Accountabilities & Responsibilities

Administration

- Support the administration functions associated with maintaining government partnerships and contracting. This includes secretariat support for meetings, document management and internal and external communication support.
- Organize and schedule internal and external meetings relevant to Government Relations
- Assist in the preparation of internal and external reporting and data management.
- Liaise with executive and senior managers to triage requests and queries relevant to Government Relations and the broader Partnerships and Growth Team

System Administration

- Administers the reporting and database management relevant Wayside Chapel's government funding contracts and grants. This includes administration support for the end to end processes associated with grant applications, data reporting and acquittals. Examples of these systems include SmartyGrants, COMs and the Federal Government Business Portal.
- Support the establishment and maintenance of a Client Relationship Management System.
- Contribute to ongoing systems improvements across Partnerships and Growth; developing and implementing systems improvement that support all Government Relations functions within the Partnerships and Growth portfolio.

Vision, Mission and Values

Vision: Love over hate.

Mission: Creating community with no 'us and them'.

Values: Openness (No secrets): We have a profoundly simple mission, which is to create a community, and our message and work are undiluted with other agendas.

Teamwork (No cowboys): Our goal of creating community is also our method. We work in a collaborative way to invite people out of singular, individual life into the risky and healing place of community.

Patience (No rush): We cannot make people change. If we could, we'd be guilty of manipulation of some kind. Instead, we are on the lookout for sparks of life, signs that people long for better, and we look to engage and help people move to better days and better health.

Courage (No complacency): It takes courage to confront people who have lost hope and invite them into the world of relationships with responsibility. Wayside is not an intensive care unit but an invitation into life and community.

Respect (No Judges): People have the right to make their own decisions. People have the right to make bad decisions. People who choose singular misery or even death deserve to have their rights respected. Wayside's mission is not to fix people but to love them and be with them, knowing that if they are really met, they'll really move toward health and life.

Behaviours:

Stand Back: Recognise that we are each necessary, significant but not central. The mission evaporates when we are central. Take a step back when our emotions are high and cool off. When central, the important thing is how we feel, and the most pressing need is to express our feeling. When necessary, significant but not central, in a time of difficulty, the most important thing is to ask, "what facts do I not have" and "who can I talk to for reliable clarity"

Speak Well: Identify and appreciate the strengths in colleagues. Recognise that everyone's strengths are also their weaknesses, if we look for weakness, we'll find it and if we look for strength, we'll find it. An atmosphere where colleagues are habitually talked up behind their backs will create an unbeatable team.

Embrace Errors: Accept when you have made a mistake, that an opportunity to learn is present. Learning is lost when we spend energy covering our arse or blaming others. Nothing is more liberating than the security it takes to admit that your performance did not cover you or the team in glory. Helping each other embrace moments of learning will build a team that can overcome anything.

Be Kind: We do an excellent job of being kind with our visitors, let's also be kind to each other. Kindness is implicit in our vision and our mission. Kindness is not a matter of feeling anything but a matter of acting and participating. You might feel uncomfortable, but kindness will give the benefit of the doubt or begin an uncomfortable but direct discussion.

Culture

- Proactively contribute to the creation of a positive, fun, and value-driven culture

People related Risk Management

- Comply with all relevant legislation and all Wayside policies and procedures

Other

- Any other duties as directed by the Director of Government Relations or Head of Partnerships and Growth or equivalent role.
- Undertake training as required and directed.
- Practice and promote appropriate self-care at an individual, team and organisation wide level.

Core Competencies– key skills, work experience, qualifications

- Highly developed written and oral communication skills
- Administration experience with a Human Resources Information System
- Strong coordination skills supportive of a multi-tasking environment
- Previous experience in Government or Government funded NGOs is highly desirable
- Ability to demonstrate initiative in BP improvement and implementation highly desirable
- Strong team player attitude and commitment to collaborative work practices.
- Willingness to work within the ethos of The Wayside Chapel mission, vision, and values.
- Time managements skills and the ability to continually priorities and manage a high-volume workload.
- High attention to detail and analytical capability.

Role dimensions

Decision making

Prioritise and manages day to day demands.

Makes day to day decisions and provides guidance on appropriate courses of action that might be taken to address issues and defers to the Manager on more complex and contentious issues.

Reporting line

Director of Government Relations

Direct reports

None

Budget/Expenditure

None

Note

This position description and associated information should not be considered as comprehensive in its description of responsibilities, criteria, or outcomes. It is indicative of the position. The can and will be asked to undertake duties within their competencies, skills and abilities and training that may not be mentioned in this document.

The incumbent of the role should be aware that their position within The Wayside Chapel is dynamic. Wayside Chapel expects continuing development, change and improvement of processes, practices, knowledge, and skills.