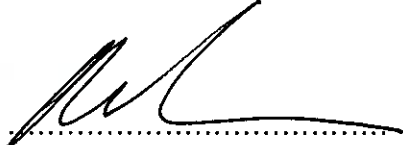


JOB AND PERSON SPECIFICATION

Title of Position:	Funding Program Coordinator (Acting)
Remuneration:	ASO 3
Type of Appointment:	Fixed Term Contract - Part time 0.6
Term of contract:	Fixed term 12 months
Line Management:	Senior Manager, Arts Programs

Job and Person Specification Approval



...23 / 01 / 2018

Chief Executive or delegate
Carclew Inc.

ORGANISATION SUMMARY:

Carclew's vision is: A CREATIVE STATE and its mission to ignite the arts and kick start careers for young South Australians. We believe children and young people are, innately, analysts, commentators, problem solvers, collaborators, and critical thinkers who bring curiosity and imagination to their art making.

All staff are engaged for whole-of-organisation purpose to meet the following goals:

Goal #1 Leadership

Anticipate and create the future as a benchmark organisation

Goal #2 Artistic Vibrancy

Be ambitious, relevant and responsive

Goal #3 Presence

Be recognised as an important and integral part of SA cultural life

Goal #4 Accountability

Ensure strong governance, sound finances and great people

All Carclew staff are subject to the Carclew Employment Clearance for Working with Children Policy as a condition of employment. All Carclew staff must comply with organisational policies and procedures.

POSITION SPECIFICATION

1. Summary of the position

As a member of the team at Carclew, the Funding Program Coordinator is responsible for promotion and delivery of the organisation's funding and loans programs.

As part of the position the incumbent is also responsible for providing information and support to young people and organisations seeking investment from Carclew and other funding bodies, and for collecting data and other information relevant for reporting and promotion.

2. Reporting/working relationships

The Funding Program Coordinator reports directly to the Senior Manager, Arts Programs and works closely with members of funding advisory committees and all staff across the organisation.

3. Key accountability and functions

3.1 Funding programs

- Assist with the management and review of funding and microloan program
- Contribute to development of new funding initiatives
- Coordinate application process for funding programs using online system where applicable
- Implement any recommended changes to application process and information
- Maintain grants management system and information
- Contribute to maintenance of online application system
- Contribute to internal reports
- Internal and external mentoring
- Other duties as required

3.2 Funding Assessment

- Coordinate Advisory Committee meetings
- Minute meetings and prepare reports
- Coordinate events, in collaboration with other staff
- Manage all communications with grant recipients

3.3 Provide funding information

- Establish and promote an effective online consultation booking system
- Monitor bookings demand and adjust delivery
- Support organisation communications to ensure first enquiries are dealt with effectively
- Coordinate funding information sessions
- Represent Carclew at strategic forums and seminars
- Provide advice on funding and loan options

PERSON SPECIFICATION

ESSENTIAL

1. Knowledge/Skills/Abilities/Personal Attributes

- Proven ability to communicate clearly, concisely and effectively, both verbally and in writing
- Proven ability to maintain confidentiality as required by the position
- Proven ability to work in a flexible team environment and the ability to work under limited supervision
- Proven commitment and passion for working with and for young people in the arts and cultural industries
- Must show drive, enthusiasm, innovation, persistence and creativity
- Strong computer skills in a range of programs
- Experience in Arts Administration, Arts Project Management and Coordination
- Experience working with boards/committees and decision making panels
- Experience in working directly with young people in program development and participation in the arts
- Knowledge of the role of Carclew funding programs and other Carclew programs
- Knowledge of the issues pertaining to youth/community arts, especially within SA.
- Experience in grant preparation and submission writing including acquittals
- Strong current knowledge of arts funding and funding from other sources nationally and in South Australia

DESIRABLE

1. Knowledge/Skills/Abilities/Personal Attributes

- Current First Aid Certificate

SPECIAL CONDITIONS

- Some out of hours work is required
- Regional travel within South Australia
- Overtime is not applicable however time off in lieu can be accrued (up to 10 hours) over a four week period and must be taken within the next four week period
- Driver's Licence essential
- Carclew staff are required to undertake Reporting Abuse and Neglect Training
- A relevant Screening Certificate for working with children will be required prior to commencement
- Carclew staff are required to complete a Pre-employment Declaration prior to employment

Acknowledged by Incumbent _____ Date _____