

	Role Title: Community Assets and Grants Officer	#100195
	Accountable to: Manager Asset Planning	
Primary purpose	The primary purpose of this 12 month role is to support the management of community facilities, resources and projects, and maximising grant funding opportunities for community groups and for Council initiatives	
Key responsibilities	<ul style="list-style-type: none"> • Manage the Casino Community & Cultural Centre (CCCC) including: <ul style="list-style-type: none"> ○ Coordinate bookings and respond to general enquiries, ensuring quality service is provided at all times ○ Assist Council volunteers to ensure they deliver an appropriate level of customer service ○ Complete administration requirements relative to the CCCC, including invoicing and maintenance requests ○ Liaise with the CCCC's corporate tenants as necessary • Assist in the delivery of Council's Community Financial Assistance Program including administering the application and acquittal processes. • Coordinate facility booking management system (Bookable) across Council • Assist Asset Team in the management of reserves and facilities as required • Work with Manager to assist other areas of Council to identify, apply for and acquit Federal and State Government grants for the benefit of Richmond Valley community maximising funding for infrastructure and other projects. • Work with within Council to build capacity of community groups to maximise grant funding for project opportunities including: <ul style="list-style-type: none"> ○ Research and identify potential funding opportunities which match appropriate community groups and projects. ○ Assist in the delivery of grant writing workshops ○ Provide community groups with application editing and technical assistance ○ Manage monthly Grants Alert email list including selection and dissemination of appropriate community grants ○ Manage additional community grant responsibilities as required e.g. acting as secretariat for Richmond Valley ClubGRANTS Committee • Coordinate and complete special projects relevant to the position. • Liaise and engage contractors to undertake works on Couci facilities as required • Proactively participate as a team player to contribute towards the achievement of team work objectives. • Work in a safe manner having regard for self and others and contribute to and comply with Council's WHS policies/procedures/practices. • Ensure works comply with quality systems and relevant policies, procedures, practices and legislation. • Actively multi-skill across other areas of Council's works as required and apply a flexible and adaptable approach to deliver on Council's commitments outlined in our delivery and operational plans. 	
Key accountabilities	<ul style="list-style-type: none"> • Delivers quality outcomes in the area of responsibility with guidance from supervisor • Communicates effectively with all stakeholders, internal and external, in the provision of information and facilitation of grants process • Provide quality customer service within the CCCC, completing relevant tasks with minimal supervision • Ensures that the facility booking scheme operates effectively across Council and external groups who require access 	

Skills, knowledge & experience	<p>Essential</p> <ul style="list-style-type: none"> • Excellent interpersonal communication and customer service skills, including conflict resolution • Advanced writing skills, including demonstrated experience with writing correspondence, reports and submissions in relation to grant funding • Understanding of the requirements of coordinating a team of volunteers • Proven skills and experience working with and assisting community groups and stakeholders • Well-developed analytical skills and ability to develop practical solutions • Intermediate skills in MS Office Suite and ability to learn new software/systems • Current Class C Driver Licence • Demonstrated conduct aligned with Council’s corporate behaviours supporting our values <p>Preferred</p> <ul style="list-style-type: none"> • Knowledge of Local Government and the Local Government Act 1993 and associated legislation/regulation • Knowledge of the local community and the community services provided within Council’s area. • Previous experience in managing community facilities
Values & behaviours	<p>VALUES:</p> <p>Integrity and passion</p> <p>BEHAVIOURS:</p> <p>We lead by example - We take responsibility - We do what we say - We embrace change - We are community focused - We are in this together</p>
Role description approved	<p>We, the undersigned, agree that the role description outlined above is accepted as appropriate for this position</p> <p>Employee Name: _____ Signature: _____ Date: _____</p> <p>Manager Name: _____ Signature: _____ Date: _____</p>