



GRANTS COORDINATOR

POSITION TITLE: Grants Coordinator

DEPARTMENT: Office of the CEO

REPORTS TO: Chief Executive Officer

DIRECT REPORTS: Nil

LOCATION: Darwin

AWARD: Social, Community, Home Care and Disability Services Industry Award [MA000100]

CLASSIFICATION: Level 4 (indicative)

EMPLOYMENT TYPE: Part Time 0.6 – 0.8 FTE (to be negotiated)

POSITION SUMMARY:

The Grants Coordinator is responsible for leading the end-to-end management of grant funding and contract acquisition to strengthen the organisation's capacity to support remote communities. This role ensures funding alignment with strategic priorities, high-quality grant applications, robust contract management, and compliance with reporting and acquittal requirements. The Grants Coordinator builds strong partnerships internally and with external funders to secure sustainable financial support.

ESSENTIAL CRITERIA:

Qualifications and clearances:

- Relevant tertiary qualification (e.g. Business, Public Administration, Community Development) or relevant related experience.
- National Criminal History Check (or ability to obtain).
- NT Working with Children Clearance (Ochre Card).
- Current NT Driver's Licence (C class).

Experience:

- Minimum three years' experience in grant writing and contract management.
- Demonstrated success in securing funding from government and philanthropic sources.
- Experience working in Aboriginal organisations or remote/regional communities.

Skills and Attributes:

- High-level written communication, including submissions and reports.
- Project management, planning, and organisational skills.
- Strong interpersonal skills and ability to work cross-culturally.
- Competence in using digital grant management and finance systems.



DESIRABLE CRITERIA:

- Experience with community-driven program development.
- Understanding of governance and leadership structures in remote Aboriginal communities.
- Familiarity with Stronger Communities for Children or NIAA programs.
- Four-wheel drive vehicle use and remote travel experience.

WORKPLACE EXPECTATIONS:

- Promote a positive workplace culture based on mutual respect, inclusion, and cultural safety.
- Ensure compliance with Work Health and Safety legislation.
- Maintain the confidentiality and integrity of all organisational matters.

MAIN ACTIVITIES:

Activities	Description of activities and responsibilities
Grant Identification and Strategy	<ul style="list-style-type: none">• Proactively identify and monitor local, Territory, and Commonwealth grant opportunities.• Collaborate with the CEO to align funding opportunities with community and organisational priorities.• Maintain a register of potential and active grant opportunities and deadlines.
Grant Application and Submission	<ul style="list-style-type: none">• Lead the preparation, coordination, and submission of compelling funding proposals.• Support staff to provide accurate data, project logic, and financial information.• Ensure all applications meet criteria and guidelines and are submitted by deadlines.
Contract and Grant Management	<ul style="list-style-type: none">• Oversee funding agreements to ensure delivery, compliance, and risk management.• Coordinate contractual obligations including variations, extensions, and renewals.• Maintain digital records and systems to manage deliverables, timelines, and financial tracking.



Acquittals and Reporting	<ul style="list-style-type: none">• Prepare high-quality progress and final reports, including financial acquittals, in collaboration with the Finance team.• Ensure reports meet funder guidelines, deadlines, and demonstrate impact.
Stakeholder Engagement	<ul style="list-style-type: none">• Liaise with funding bodies, consultants, and external partners to ensure transparency and partnership alignment.• Represent the organisation in meetings with government agencies and philanthropic stakeholders.
Remote Community Context	<ul style="list-style-type: none">• Understand and reflect the unique challenges and opportunities of remote Aboriginal communities.• Support local staff and community members to participate in grant planning and impact measurement.