

POSITION DESCRIPTION

Position Title	Grants & Event Fund Advisor
Status	Permanent, 30-40 hours
Location	Tauranga
Reports to:	Community Impact Manager

SECTION 1 – POSITION EXPECTATIONS

BACKGROUND

TECT is a community-driven trust that provides funding support for local initiatives, facilities and events that bring vibrancy, connectedness, growth, and economic benefits to Tauranga and Western Bay of Plenty. Through our funding we see lives changed, our environment restored, people active and connected, and a future for the Western Bay of Plenty that looks brighter. We have been at the heart of our community for over 30 years, and it's all been made possible thanks to our small but passionate team that thrives on seeing our community flourish.

OUR HIGH LEVEL GOALS ARE

Purpose | Ko te whāinga – To make a significant impact on shaping the quality of life and wellbeing of current and future generations in the Western Bay of Plenty. We are part of the fabric of this region and are ambitious for the future of our community.

Vision | Ko te whakatitenga – A thriving, caring and connected community.

Mission | Ko te uaratanga – Responsibly manage our investments and effectively distribute funds for the long-term benefit of the community we serve.

OUR WAY OF WORKING

At TECT, we strive to make a difference for Tauranga and Western Bay of Plenty communities, positively impacting the lives of current and future generations. Our funding approach is inclusive of all communities, and we prioritise support for those experiencing the highest need as well as enabling future transformational projects which benefit everyone in our community.

Impact Focused – We aim to be embedded in our community and to meaningfully contribute to community wellbeing and quality of life.

Collaborative – We use our resources collaboratively alongside other funders and together we work to bring about sustainable and equitable change in our region.

Balanced Approach – We will balance our approach between responsive and strategic funding.

Enabling – We believe in empowering communities to lead change and we aim to be approachable, accessible and enabling of community aspirations.

Agile – We recognise the value of being nimble and flexible and can respond quickly to opportunities that arise and adapt as the needs of our partners and communities change.

Commitment to Māori – We recognise the importance of building meaningful relationships with tangata whenua and enabling the aspirations of Māori in our region. We are committed to developing our understanding of our role as Treaty partners under Te Tiriti o Waitangi.

THIS POSITION IS RESPONSIBLE FOR:

This role is primarily responsible for supporting the delivery of TECT's grants programme. This Position Description forms a component of the Grants & Event Fund Advisor performance agreement alongside other components such as TECT's Strategic Plan, Annual Plan, Trust Policies and Staff Handbook.

SECTION 2 – POSITION SPECIFICATIONS

FORMAL QUALIFICATIONS / EXPERIENCE

Required:

- A minimum of 3 years' administration experience in a professional office environment.
- Current full drivers' license.

Desirable:

- Relevant tertiary qualification in business administration, management, communications or similar.
- Experience in, or knowledge of event management or project management/coordination.
- Relevant or equivalent experience in the Philanthropic or Community and Volunteer Sector role.
- Proven relationship management experience in a professional environment.

SKILLS / STRENGTHS

- Strong administrative skills with proven intermediate to advanced level skills in MS Office (Microsoft Word, Excel and Outlook), a range of database programmes and online CRMs at user and implementation levels.
- Outstanding interpersonal skills with the ability to create & maintain collaborative relationships.
- Good listening skills and a commitment to grow through continued learning & personal development.
- Communicate effectively (orally and in writing) to a wide range of audiences.
- Be able to read and understand financial statements.
- Proven ability in data management and reporting skills.
- A passion for people and the local Tauranga and Western Bay community.
- An understanding of how community organisations operate.
- Interest and background in the Community and Volunteer sector.
- Take accountability for your work and thrive in an environment that encourages teamwork and a sense of purpose.

PERSONAL VALUES AND BEHAVIOURS

Be Prudent - Act with wisdom and care to preserve the social and financial value of the Trust.

Be Fair - Being impartial.

Be Open - Being transparent, approachable, flexible, and adaptable. Be open to improving and growing.

Be Proactive - Make things happen by identifying needs and opportunities, and when necessary, initiating change, giving things a go and learning from our mistakes.

Be Collaborative - Working with others to identify priorities, improve performance and achieve great outcomes. Be a flexible team player who connects with the wider team, utilises each other's strengths and celebrates progress.

Be Respectful - Be discrete and maintain confidentiality; trustworthy.

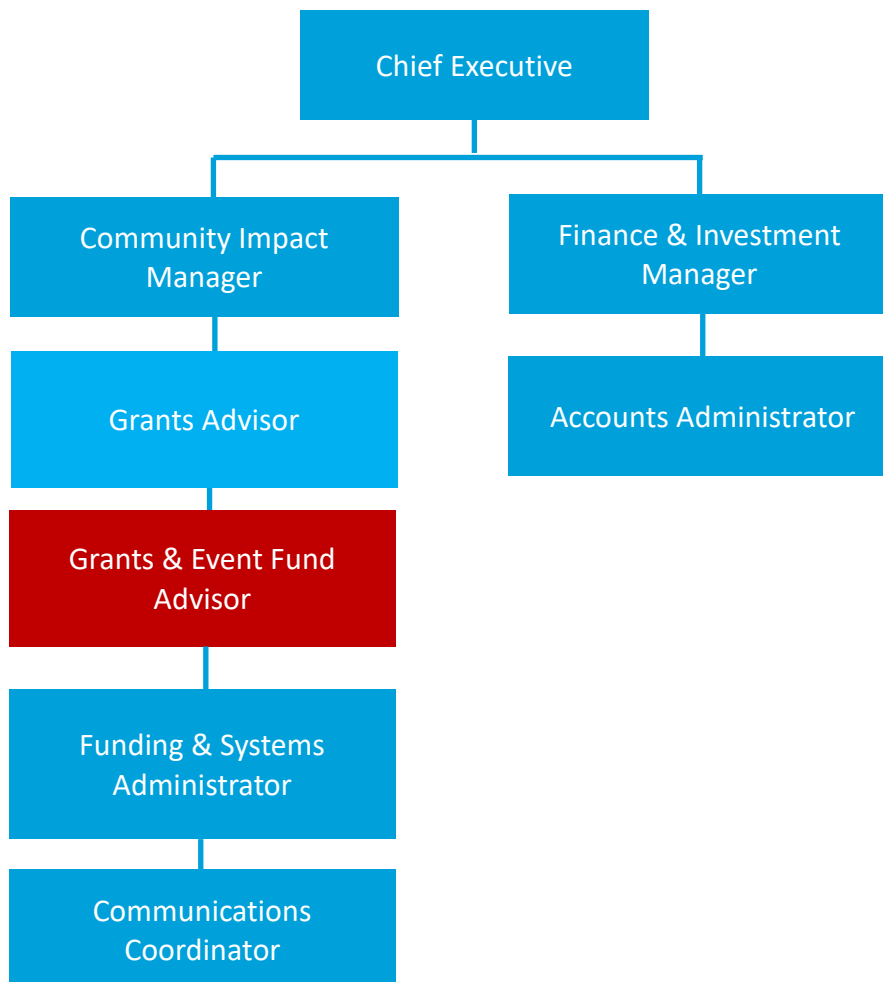
Have Integrity - Doing things well through good judgement, sound ethics, professionalism, and consistency.

SECTION 3 – POSITION DIMENSIONS

Number of people reporting directly to you:	0
Salary Range	\$65,000 - \$75,000
Most Frequent Contacts	<ul style="list-style-type: none"> • Staff at TECT • Board of Trustees • Community partners and organisations, grantees, public, and other funders • External stakeholders

SECTION 4 – POSITION RELATIONSHIPS

TECT - Organisational Chart



SECTION 5 – POSITION ACTIVITIES

Key Tasks & Overall Purpose	Accountabilities
<p>Grants Administration</p> <p><i>Support the delivery of TECT's Grants Programme in accordance with the Grants Strategy and supporting policies.</i></p>	<ul style="list-style-type: none"> • Respond to funding enquiries and clearly communicate eligibility, criteria & application timelines. • Guide applicants through online application process and completion of funding requests. Follow up any unsubmitted requests. • Process funding applications ready for full assessment. • Undertake site visits to meet applicants and evaluate grant applications. • Produce written assessments of grant applications to support the funding decision making process by TECT Trustees. • Develop & maintain positive relationships with grantseekers and stakeholders. • Assist and facilitate the capability development of community organisations. • Provide general administration support to Grants team. • Monitor and review funding accountability/evaluation reports. • Administering grant payment processes. • Prepare appropriate funding reports as required. • Represent the Trust at funding forums to present on the Grants programme. • Represent the Trust at events related to Grants awarded. • Assisting with research and evaluation requirements.
<p>Collaborative Fund Management</p> <p><i>Lead the day-to-day coordination and administrative functions of the Tauranga Western Bay Community Event Fund and ensure there are appropriate reporting mechanisms for all fund contributors.</i></p>	<ul style="list-style-type: none"> • Coordinate the delivery of the Tauranga Western Bay Community Event Fund in accordance with the joint fund criteria, fund model and service agreements between funders. • Provide exceptional customer service to community organisations, clearly communicating fund eligibility, criteria & application timelines. • Guide applicants through the online application process and follow up any unsubmitted requests. • Process applications in accordance with assessment criteria, providing robust assessments of applications against the funding values and criteria. • Work closely with funders to inform the decision making process. • Ensure all events are financially accountable and their KPI's for accountability and reporting are met. • Build and maintain strong internal and external relationships. • Maintain communications & ensure all external fund information is current. • Coordinate fund meetings including decision making panel meetings. • Undertake financial reconciliation of funds for all funders.
<p>General Tasks</p> <p><i>Support the wider TECT team and organisational outcomes.</i></p>	<ul style="list-style-type: none"> • Take reasonable care of your own health and safety and reasonable care that others are not harmed by something you do or don't do. Follow any reasonable instructions given to you and cooperate with any reasonable health and safety policy and procedures. • Develop and maintain positive, collaborative working relationships with key stakeholders. • Any other tasks to support the wider TECT team and TECT. • Participate in team activities and support TECT delivered events. • Uphold the reputation of the Trust. • Support other marketing and events organised by TECT. • Contribution to systems development.