

# POSITION DESCRIPTION

<b>Position Title</b>	Grants Advisor   Pou Awhina
<b>Status</b>	Full Time
<b>Location</b>	Tauranga
<b>Reports to:</b>	Community Impact Manager

## SECTION 1 – POSITION EXPECTATIONS

### BACKGROUND

TECT Community Trust is a community funder that supports local initiatives, facilities and events that bring vibrancy, connectedness, growth and economic benefits to our region. 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 our small but passionate team thrives on seeing our community flourish. We are part of the fabric of this region and are ambitious for the future of our community.

### OUR HIGH-LEVEL GOALS ARE

- **Our Vision** - A thriving, caring and connected community here in the Western Bay of Plenty.
- **Our Mission** - To responsibly manage our investments and effectively distribute funds for the long-term benefit of the community we serve.

### STRATEGIC OBJECTIVES

- **Grantmaking** - Through knowledge of the community, collaborative attitude and desire to see the region thrive, TECT will provide support to grassroots and major projects alike into the future. The ability to impact the next generation for the better is limitless.
- **Finance and Investment** - To manage our investments in a manner consistent with our Trust Deed and values so that the funding available to distribute is maximised.
- **Governance and Operations** - To ensure effective and efficient delivery of our vision and mission in accordance with our values.

### THIS POSITION IS RESPONSIBLE FOR

- The role is primarily responsible for supporting the delivery of the grants programme and supporting the administration and systems of the organisation.
- This Position Description forms a component part of the Office and Funding Administrators performance agreement alongside other components such as TECT's Strategic Plan, Annual Plan, Trust Policies and the Staff Handbook.

## SECTION 2 – POSITION SPECIFICATIONS

### **FORMAL QUALIFICATIONS**

#### **Desirable:**

- You'll be an experienced administrator with relevant qualifications in business administration, management or similar.

### **EXPERIENCE / SKILLS**

- A passion for people and the community.
- Lived and/or professional experience in the community sector, with knowledge of one or more areas such as environment, health and social services, arts and culture, youth development, and communities identified as priorities in TECT's Grants Strategy
- An understanding of how community organisations operate
- Good listening skills and a commitment to continued learning and personal development.
- Take accountability for their work and thrive in an environment that encourages teamwork and a sense of purpose.
- Communicate effectively (orally and in writing) for a wide range of audiences.
- Strong administrative skills and a minimum of 5 years experience in a professional office environment.
- Be able to read and understand financial statements
- Advanced computer skills, proficiency with MS Office and experience with a range of database programmes at user and implementation levels.
- Full drivers licence.
- Diploma or degree in a relevant field or equivalent experience in the philanthropic, community development, or grant/project management roles.
- Proven ability in data management and reporting skills.
- Proven relationship/client management experience in a professional and corporate environment.
- Proven ability in analytical database and reporting skills.

### **TECHNICAL/FUNCTIONAL EXPERTISE**

- Experience using and implementing a range of online and standalone databases/CRMs/Grant management programmes
- IT and office skills including Word, Outlook, Excel, PowerPoint and Internet

### **PREFERRED PERSONAL ATTRIBUTES OR COMPETENCIES**

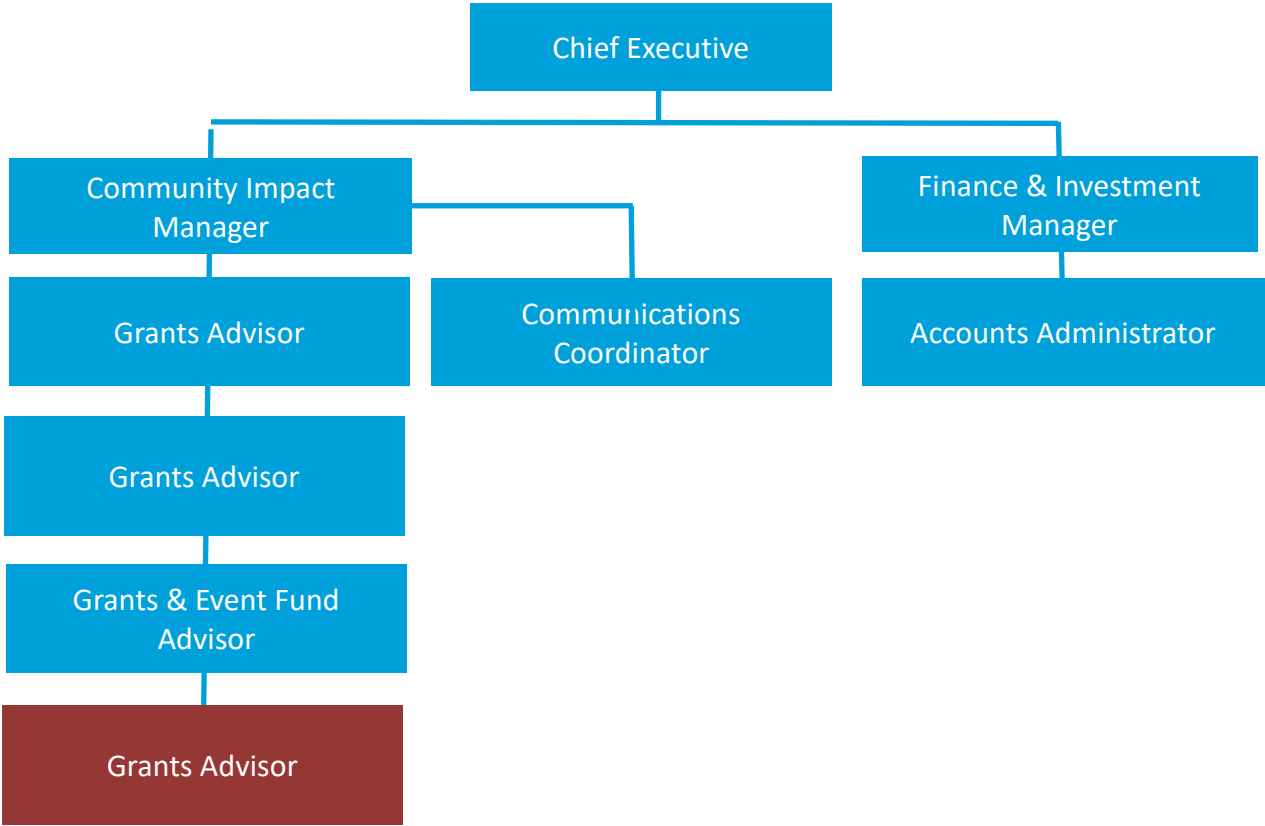
- **Be Prudent** - act with wisdom and care to preserve the social and financial value of the Trust.
- **Be Fair** - being impartial
- **Be Open** - be transparent, approachable, flexible and adaptable.
- **Be Proactive** - making things happen by identifying needs and opportunities.
- **Be Collaborative** - Be a team player and work with others to achieve great outcomes.
- **Be Respectful** - Be discreet and maintain confidentiality.
- **Have Integrity** - Use good judgement, sound ethics, professionalism and consistency.

## SECTION 3 – POSITION DIMENSIONS

Number of people reporting directly to you:	0
Salary Range	\$72,000 - \$82,000
Most Frequent Contacts	<ul style="list-style-type: none"> <li>• Staff at TECT</li> <li>• TECT Trustees</li> <li>• Community partners &amp; organisations, grantees, public, other funders</li> <li>• External stakeholders</li> </ul>

## SECTION 4 – POSITION RELATIONSHIPS

### TECT - Organisational Chart



## SECTION 5 – POSITION ACTIVITIES

Key Tasks & Overall Purpose	Accountabilities
<p><b>Grants Administration</b></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"> <li>• Respond to funding enquiries and clearly communicate eligibility, criteria &amp; application timelines.</li> <li>• Guide applicants through the online application process and completion of funding requests. Follow up on any unsubmitted requests.</li> <li>• Assess and process funding applications to ensure grants are aligned with TECT's Strategic Plan outcomes and priorities, applying sound judgement and community insights to support funding decisions that maximise impact</li> <li>• Undertake site visits to meet applicants and evaluate grant applications.</li> <li>• Engage proactively with TECT's priority communities and other key audiences to build trust, gather insights, and understand emerging needs. Use this evidence, along with strong relationships, to identify and encourage funding opportunities that advance the outcomes in TECT's Strategic Plan, leading to increased and well-aligned applications from TECT's priority communities</li> <li>• Develop and maintain positive relationships with grant seekers</li> <li>• Prepare funding agreements/response letters as per funding resolutions</li> <li>• Process claims for drawdown of granted funds</li> <li>• Seek regular updates on funded projects/initiatives</li> <li>• Monitor and follow up on grants not uplifted by their due date</li> <li>• Monitor and review funding accountability/evaluation reports.</li> <li>• Provide general administration support to Grants team.</li> <li>• Prepare appropriate funding reports as required</li> <li>• Represent the Trust at funding forums to present on the Grants programme</li> <li>• Represent the Trust at events related to Grants awarded</li> <li>• Assisting with research and evaluation requirements</li> </ul>
<p><b>General Tasks</b></p> <p><i>To provide administrative support for TECT's operations</i></p>	<ul style="list-style-type: none"> <li>• Health and Safety - take reasonable care of your own health and safety, and take 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 procedure</li> <li>• Any other tasks to support the wider TECT team and TECT</li> <li>• Participate in team activities and support TECT-delivered events</li> <li>• Uphold the reputation of the Trust</li> <li>• General reception support</li> <li>• Develop and maintain positive, collaborative working relationships with key stakeholders</li> <li>• Support other marketing and events organised by TECT</li> <li>• Contribution to systems development</li> </ul>