

POSITION TITLE: Grants Co-ordinator

DEPARTMENT: International Programs Department (IP)

DATE: March 2019

REPORTS TO: Senior Program Advisor

ORGANISATIONAL MISSION:

CBM is an independent Christian development organisation, committed to improving the quality of life of persons with disabilities in the poorest countries of the world.

GROUP/DEPARTMENTAL MISSION:

Our International Programs team supports quality field programs that alleviate poverty and support the rights of people with disabilities, including them in local change and development and enabling greater access to services and supports. We strengthen field program implementation, contribute to partner capacity building and promote learning, working with local partner organisations. We manage external relationships including a Head Agreement with the Australian Government and a large ANCP grant. Within CBM Australia we work with fundraising, communications, advocacy and external advisory departments to support our strategy and organisational outcomes, with a strong focus on telling effective stories of our field work to inspire others.

PURPOSE OF ROLE:

As a member of the International Programs (IP) Department and PAT (Performance Accountability Team), you will work to a high standard to:

- manage grants and fund allocation processes, taking a strategic and risk lens with particular focus on DFAT and ANCP grants
- contribute to overall field program quality and effectiveness outcomes
- successfully utilise other project funding opportunities to support strategies
- effectively liaise within CBM to bring about organisational strategy
- represent CBM to DFAT, other NGOs and donors, collaborating with others

LEVEL OF DIRECTION OR SUPERVISION:

The International Programs Department works closely as a team and meets regularly. The role of Grant Co-ordinator has a significant level of responsibility, reporting to a Senior Program Advisor, working within the PAT team (Performance Accountability) and supporting the IP Management Team. The position may manage a finance support officer within the PAT team.

KEY AREAS OF RESPONSIBILITY

1. Lead on budgeting processes for IP field program funding, liaising with CBM International and relevant CBM program and finance staff.
2. Support quality delivery of the field programs within the portfolio, prioritising the ANCP Partnership Grant and working with relevant fundraising teams.
3. Liaise within CBM particularly with Finance Department and the Public Engagement team/advocacy team to ensure successful agency outcomes.
4. Represent CBM externally as required with donors and sector.

SPECIFIC OUTCOMES REQUIRED

In coordination with line manager:

- Manage the process for strategic forward allocation and tracking of funds for the IP programs
- Employ a risk approach to monitoring and reporting on field program funds, with oversight of compliance and quality delivery
- Develop appropriate tracking and financial management approaches that enhance overall financial management of grants
- Contribute to delivery of a quality program in line with standards for particular donors (particularly DFAT)
- Ensure quality of project development processes including appraisals
- Manage the ANCP program grant through a risk lens, with implementation in accordance with ANCP and DFAT Head Agreement standards
- Advise on program compliance (e.g. safeguarding and financial risk and other cross-cutting themes) together with specialist team members
- Liaise with ANCP unit in DFAT regarding DFAT Agreement
- Represent CBM in external meetings and activities (e.g. donor, sector, or agency groups) in alignment with CBM strategy.

COMPETENCIES REQUIRED

Key competencies:

1. At least 5 years' experience in financial management relating to the oversight of program portfolio funds and liaison with finance departments, particularly around DFAT funds for NGOs (e.g. ANCP)
2. Current knowledge of international development, understanding of the Australian aid sector and DFAT;
3. Skills and experience in development project design, monitoring and evaluation and program risk management;
4. Experience in program accreditation processes, particularly around donor compliance (safeguarding, counter terrorism, fraud etc.)
5. Manage and organise complex workload cooperatively within a team
6. Excellent interpersonal skills, ability to develop and maintain strong cross cultural professional relationships.
7. Flexibility and ability to manage and work within changing culture
8. Ability to work within a Christian framework and be sensitive to its various expressions across cultures and denominations.
9. Ability and willingness to contribute to growth and development of CBM and its mission.

Other competencies:

- Staff management and team work
- Ability to think strategically and flexibly
- Self motivated, able to work independently
- Excellent oral and written communication skills
- Advanced skills in computer use of Excel, Word, email and databases
- Ability to travel to field program countries if required

TASKS AND PRIORITIES

| Key Responsibility | Key Tasks | Performance Indicators | Weighting Total= 100 % |
|--|--|---|------------------------|
| 1. Budget process for field program funding management and oversight | <ul style="list-style-type: none"> In conjunction with relevant IP staff oversee a 3-year field budget forecast and preparation of annual field budget for all fund types Ensure budget supports IP program strategy and development as required with provision and analysis of data | <ul style="list-style-type: none"> Timely allocation of field program budget allocated in line with strategy Budget in line with IP program sectoral strategies | 30% |
| 2. Coordination of field program funds including ANCP Partnership Grant | <ul style="list-style-type: none"> Oversee the planning and management of CBM Australia's DFAT ANCP Partnership grant <p>Ensure the quality & timely submission of ANCP Partnership plans and reporting (financial and narrative reports, ADPlans, etc) to DFAT</p> <ul style="list-style-type: none"> Ensure clear understanding and implementation of DFAT program requirements guidelines within programs | <ul style="list-style-type: none"> Maintain high quality of programming with ANCP funds that contributes to CBMA strategy Ensure ANCP reports and plans are submitted, professionally and on time and funds used in line with DFAT requirements All funds and finances properly managed and acquitted, and DFAT PPA Assessments maintained. | 30% |
| 3. Maintain ANCP grant through risk analysis and management | <ul style="list-style-type: none"> Oversee effective financial management of all funds through risk lens, with partners: through audits, funds disbursement, acquittals, reporting, fraud prevention & response mechanisms Oversee all relevant policy and compliance matters relating to DFAT grant in liaison with systems coordinator and relevant team members | <ul style="list-style-type: none"> DFAT remains informed of relevant changes and issues in line with Agreements Maintain performance rating for PPA with DFAT. Support status of accreditation with IP team members Contribute to maintaining relevant finance data for fundraising efforts linked to government grant (or similar) | 25% |
| 4. Liaise within CBM | <ul style="list-style-type: none"> Manage requests for information from public, major donors, DFAT, and other agencies regarding the ANCP Partnership program. Oversee liaison with other CBM departments involved in ANCP ie. advisory, Finance and P&C, and with CBM International offices, as necessary to deliver desired outcomes as above | <ul style="list-style-type: none"> Appropriate information provided within agreed timeframe Productive working relationship exist between IP and other CBM departments on ANCP DFAT kept proactively up to date on ANCP fraud and compliance | 10% |

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| | <ul style="list-style-type: none"> • Lead in oversight, tracking and response to identified fraud | <ul style="list-style-type: none"> • Directors and Board up to date on ANCP and CBMA funds involved | |
| 5.Represent CBM externally as required | <ul style="list-style-type: none"> • Develop positive working relationships with DFAT, ACFID, ANCP team and Partnership stakeholders to maintain high reputation and partnership • In consultation with Snr Program Advisors represent CBM as required in sector and public meetings. • Liaise with sector and ANCP Partner NGOs in relation to program effectiveness and learning, to maintain CBM's reputation and status | <ul style="list-style-type: none"> • Positive working relationships established • Attendance at workshops, functions and sector meetings • Stronger partnership and collaboration established with Partner NGOs. | 5% |

| Job Evaluation | | |
|---|----------------|--------------|
| Factor | Level | Score |
| Responsibility and Accountability | 5 | 208 |
| Judgement and Decision Making | 5 | 118 |
| Interaction and Influence | 5 | 118 |
| Knowledge and Application of Creative and Technical Skill | 5 | 250 |
| TOTAL | | 694 |
| Salary Grading | Grade 9 | |

*Factor Level definitions and Salary Grading information can be found on the CBM Intranet.

TERMS AND CONDITIONS

General terms and conditions of employment are as per the CBM Australia Managerial and Professional Agreement 2009.

PERFORMANCE PLANNING AND REVIEW

Performance planning and reviews will be carried out regularly at dates to be set by the Manager.

Signed

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Signed

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Senior Advisor Program
Development

Grant Co-ordinator