



Position Description Community Development Officer

Employment type: Part-Time (0.4 FTE)

Reports to: CEO

Position location: RERC Head Office (Fitzroy) \Working from home

Direct reports: Nil

About the organisation

Russian Ethnic Representative Council of Victoria (RERC/ Russian Aged Care) is a charity and the leading community organisation founded in 1984 to represent interests of Russian speaking people living in Victoria. RERC provides a range of community services funded by state and federal governments to support elders, people with disabilities, and disadvantaged people with CALD background. Our current programs include the CHSP program, Community Visitors Scheme, brokerage services in aged care, CALD programs and various community awareness programs. RERC also acts as an umbrella for a range of community organisations to provide a platform for various cultural initiatives and community events.

Role Purpose

The Community Development Officer is responsible for grants application and their administration.

Key Accountabilities

Community Development Officer is responsible for:

RERC Projects

- Running community-based projects for RERC committee on request;
- Contribute to Event Management - Russian National Day, St. Vladimir's Ball and Melbourne Russian Festival, fulfilling administrative and project-specific tasks;
- Managing small ad hoc community projects (eg. RERC History Project) across the project cycle, including: preparation of project plan in consultation with and approval of the Management Committee (or a delegated representative); execution of Project with ongoing consultation; respond to internal feedback after project completion.

RERC Membership

- Maintaining RERC membership list and ensuring contact details are up-to-date;
- Discuss and facilitate execution of auspicing agreement between RERC and community organisations (members), maintain set of relevant templates;
- Inducting new members into RERC community development function and providing basic informational support;

- Provision of assistance to member organisations – information on grant auspicing arrangements and conditions for RERC Public Liability Insurance coverage, renting of RERC equipment (where available) with requisite internal approvals;
- Administrative support for Annual General Meeting including sending invitations;
- Being the first point of contact for member organisations requesting assistance from RERC.

Grant-Based Community Development Projects

- Completing Grants Administration across grants cycle including submission of community project reports and financial acquittals to funding body;
- Liaise with relevant grant recipients (community groups and clubs) and Finance team for the purposes of collecting information and documents with respect to funds spent and financial acquittals preparation, validate documents and resolve reporting issues with grant recipients where required;
- Maintain a full internal database of grant applications, grants received, progress of relevant projects, status for completion and funds spent; prepare reports to the CEO and Management Committee on current grants status and grant liabilities;
- Responding to internal feedback and facilitate project amendments in accordance with grant conditions;
- Completing accountability requirements to external stakeholders.

Grants Applications

- Maintaining continuous understanding of RERC's and member organisations' needs;
- Maintaining knowledge of grants opportunities available to match against those needs;
- Regular meeting with the CEO to identify opportunities;
- Notifying RERC executive and committee for feedback received; seek approval for major applications;
- Independently prepare small grant applications (e.g. MFE grants), facilitate preparation of major grants and submitting grant applications by deadline;

Grants Administration (Small Grants)

- Receiving grants contracts, facilitate signing by the CEO and dispatching to funding body;
- Escalating project needs to executive or staff where necessary to meet grants obligations;
- Processing expenses and reimbursements and verifying that moneys spent via Job Activity Statement;
- Completing and submitting accountability report and financial acquittal to fulfil funding body requirements.

Other Duties

- Participating in and contributing to team meetings.
- Other relevant duties as directed by a line manager.

Other Mandatory Requirements

- Clear Police Check

Organisation

RERC Inc.
ABN: 91 549 424 794

Head Office

118 Greeves Street,
Fitzroy VIC 3065

Contact details

Tel: 9415 6899
Fax: 9415 9866

Web: www.rerc.org.au
Email: mail@rerc.org.au

Skills, Attributes, Qualifications and Experience

Essential

- High level stakeholder management skills, ability to work with diverse range of community groups
- Ability to work with minimal supervision / direction.
- High standards of ethical and professional behaviour.
- Ability to prioritise and effectively manage workload, with developed organisational skills, strong attention to detail and sound problem-solving skills.
- Understanding of grants application process and administration principles
- Demonstrated project management and event experience, including budget management.
- Exceptional interpersonal skills, including negotiation and conflict resolution skills.
- Basic analytical skills.
- Excellent verbal and writing communication skills.
- High level computer literacy including intermediate Excel.
- Fluent Russian speaker.

Desirable

- Experience working with community groups and organisations.
- Previous experience in a not-for-profit organisation.

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