

## **Funding Officer**

Part Time Position

Location: Sydney

Salary : \$40,000 pa pro rata 3 days + super

### **Summary of position**

Regional Arts NSW is looking for an experienced **Funding Officer**. This is a part time three day per week position for an organised person to process grant applications and to administer the funding programs devolved to Regional Arts NSW by the federal and state governments. An interest in working in an arts organisation and an understanding of regional issues would be an advantage.

The Funding Officer is a pivotal member of the Regional Arts NSW team. This is a varied and interesting role that encompasses four broad areas:

- Grants management
- Database management
- Customer service
- Administration

Responsibilities include processing grant applications, data entry, management and ongoing development of the Grants Management System, communicating effectively with funding enquiries and contributing to the efficient and effective management of RANSW's devolved grant programs. Regional Arts NSW office is located at Millers Point, Sydney, and is the peak body and service agency for 13 Regional Arts Boards across the state.

### **Applications:**

Applications are invited for the above position and should address the selection criteria below and include a copy of your current CV and nominate two referees.

Applications should be addressed to:

Kate Reynolds  
Administration Officer  
Regional Arts NSW  
Locked Bag 5, Hickson Road  
MILLERS POINT NSW 2000

Or by email to: [admin@regionalartsnsw.com.au](mailto:admin@regionalartsnsw.com.au)

For further information please contact:

Annette Eassie, Funding Manager.  
Tel 02 9270 2502 or Email: [fundingmanager@regionalartsnsw.com.au](mailto:fundingmanager@regionalartsnsw.com.au)

**Applications must be received by COB Friday 4 July 2008.**

### **Essential Criteria**

- Demonstrated high level of written and oral communication skills.
- Strong attention to detail and accuracy.
- Demonstrated high level customer service and interpersonal skills.
- An understanding of the administration of grants programs.
- Demonstrated interest in, or understanding of, the arts sector and/or community cultural development.
- Demonstrated high level experience in the use of database systems.
- Experience working with Microsoft Office suite of computer programs.
- Ability to prioritise workloads.

### **Desirable Knowledge, Skills and Abilities**

- Relevant qualifications in the arts AND/OR commensurate experience in the field.
- Knowledge of processes of project development, costing, implementation and management.
- Understanding of arts funding programs in Australia.

*Regional Arts NSW maintains an Equal Employment Opportunity policy.*

## **RANSW FUNDING OFFICER POSITION DESCRIPTION**

### **Terms of contract**

A salary of \$40,000 per annum pro rata plus 9% superannuation will be offered for three days per week (21 hrs per week). The position is seen as a long-term commitment by RANSW however, as with all the positions at RANSW, it is subject to government funding and will be reviewed annually. An initial contract of twelve months is being offered with a three month probationary period.

### **1. Organisational Relationships**

The **Funding Officer** works internally within RANSW and externally to facilitate the organisation's work.

**Internal:** Reports to the Funding Manager.

Internally, the **Funding Officer** will liaise with the:

- Chief Executive Officer
- Funding Manager
- Finance Manager
- Administration Officer
- Publications Officer

**External:** Liaison/networking

Externally the position liaises with:

- State and Federal funding officers and funding Program Managers.
- Grant recipients for each of the funding programs managed by RANSW.
- The network of Regional Arts Boards through their Regional Arts Development Officers.
- State-based network organisations and associations.
- Applicants and potential applicants to grant programs, including local project and program groups and organisations including local arts councils, local government, writers' centres, regional galleries, arts and cultural groups.

### **2. Accountability**

The position holder works closely with the Funding Manager on implementation, policies and procedures, the Finance Manager on financial and administrative matters and the CEO and Publications Officer on promotion of the funding programs. The position holder works autonomously on a day to day operational basis. Final agreement on work priorities will be determined in consultation with the Funding Manager and CEO.

### **3. Duties**

- 3.1 Assist the Funding Manager with the development and maintenance of a cohesive and sustainable work plan for the administration of the Country Arts Support Program (CASP), Regional Arts Fund (RAF), the Quick Response Grants Program ('Quicks') and any research projects.
- 3.2 Field enquiries and provide advice and assistance to applicants and potential applicants under the programs.
- 3.3 Follow through with policy, systems and procedures for the administration of CASP, RAF and the 'Quick' Grants programs as contained in the Policy and Procedures Manuals.

- 3.4 Assist with monitoring the implementation of the funding programs and make recommendations for the adjustment of policy guidelines in keeping with agreements with State and Federal Governments.
- 3.5 Assist the monitoring of decision making processes by RAB panels, the CASP and RAF assessment panels.
- 3.6 Where necessary, assist the Funding Manager to undertake consultation with key stakeholders to refine policy guidelines and procedures for the two programs.
- 3.7 Assist with the provision of initial assessment and advice on applications to the CASP State Panel, RAF Assessment Panel and CEO on the 'Quicks' Program.
- 3.8 Working closely with the Funding Manager, and utilising RANSW database systems, co-ordinate the implementation of CASP, RAF and the 'Quicks' program including:
  - Undertake data entry of applications, grants and acquittals for each of the funding programs, maintaining an overview of database development needs and contributing to the ongoing development of the database.
  - Assist with and, where determined, co-ordinate the decision-making processes for each program including the Quick Response Grants, CASP devolution to Regional Arts Boards, the State CASP Assessment Panel and the RAF Assessment Panel.
  - Co-ordinate advice of funding decisions to successful and unsuccessful applicants for each program.
  - Working closely with the Finance Manager, co-ordinate the payment of grant funds, record keeping and reconciliation of accounts.
  - Assist with the provision of reports in keeping with the requirements of state and federal governments.
- 3.9 In consultation with the CEO, plan and co-ordinate publications and promotional materials covering projects funded under the Regional Arts Fund and the Country Arts Support Program, as and when funding support is provided.
- 3.10 Assist the Funding Manager with secretarial and other administrative duties as directed.

## **About Regional Arts NSW**

Regional Arts NSW is the peak body for arts and cultural development and activities that build positive futures for regional, rural and remote communities across New South Wales. Based in Sydney it provides a range of services for the state-wide network of regional arts boards in the key areas of advocacy, capacity building, communications, and support.

## **The Regional Arts Network in NSW**

Regional arts development in NSW is decentralised through a network of independent, affiliated regional organisations servicing a group of local government areas and employing a regional arts development officer (RADO) and other support staff.

Regional arts boards currently service Albury-Wodonga, Central West, Eastern Riverina, Far West, Northern Rivers, Mid North Coast, New England/North West, Orana, South East, Southern Tablelands, South West, Upper Hunter and West Darling regions.

## **Programs, Projects & Services**

RANSW fosters and enhances the capacity of arts and cultural organisations in the regions through the:

- delivery of funding programs and initiatives including the Country Arts Support Program (CASP), Regional Arts Fund (RAF), Quick Response Grants and Prop Ups.
- provision of advice and assistance.
- network and infrastructure development.
- delivery of professional development and training programs.

RANSW plays a leading arts advocacy role through:

- consulting with the sector to provide effective representation.
- lobbying key arts decision-makers.
- developing strategic partnerships with other industry sector and government bodies.
- representing regional arts at state and national levels.

RANSW delivers dynamic communications and marketing programs through:

- undertaking and supporting research into audience and market development.
- producing a range of printed and electronic publications including a monthly e-bulletin, and a website.
- providing a single entry point for information about activities, projects and programs across the network.
- promoting the funding programs we administer.
- supporting media and publicity enquiries.
- providing advice and support for communications practices.

RANSW delivers a range of arts management support and services through:

- providing a range of financial and group insurance services for our affiliates.
- assisting with policy development.
- providing advice and best practice models for strategic planning and business planning.
- developing and streamlining new administrative processes to increase efficiency for use by the network.

RANSW receives funding from the NSW Government through Arts NSW and the Australian Government through the Regional Arts Fund and the Australia Council.

More information about the Regional Arts NSW grants programs is available on the Grants section of the website at [www.regionalartsnsw.com.au](http://www.regionalartsnsw.com.au).