



Kangaroo Flat

and District Community Enterprise
Proudly Supporting our Region

Volunteer Grants Coordinator Position Description

Position Title	Volunteer Grants Coordinator
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Kangaroo Flat Community Enterprise	<p>The Kangaroo Flat Community Enterprise (KFCE) is a not for profit community company, formed by residents of Kangaroo Flat and Districts to provide community input into local initiatives, programs and facilities within Kangaroo Flat, Golden Square, Maiden Gully, Marong, Lockwood Big Hill and all areas in between.</p> <p>KFCE encourages charitable and not-for-profit organisations to apply for grants for projects and activities that offer clear public benefit for the community, contributing to its development in building social capital, community welfare, environmental, health, education or cultural areas.</p> <p>Having already donated more than \$1m in major community projects and to local community groups such as junior and senior sporting groups, primary schools, fire brigades, dance groups, we are proud to be able to support a range of projects. Grants are open all year round.</p>
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Position Purpose	<p>The Volunteer Grants Coordinator is a key position working with the Kangaroo Flat Community Enterprise in the evaluation of grant applications and working with community groups to progress them, ensuring that guidelines are met, and outcomes are achieved.</p> <p>This is an ideal role for someone with a passion for volunteering and aiding community development in the area.</p>
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Reporting To	The Kangaroo Flat Community Enterprise executive committee
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Position Responsibilities	<ul style="list-style-type: none">• Support community groups to make applications for funding to undertake projects that aid the development of Kangaroo Flat and Districts as a great place to live, work and play.• Administer successful grant applications including reporting, financial and acquittal procedures in conjunction with our business partners Bendigo Bank and Bendigo Telco.• Work with the Committee to develop and implement internal policy and procedure around its funding program.• To monitor, report on and acquit funding grants.• Report to the Executive and committee on grant funding and applications.• Maintain a register of all grant applications, claims and payments and prepare progress reports on projects, and on acquittal upon their completion.• Work with Executive to promote KFCE and its grants program opportunities and successes to the community.
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Commitment Requested An estimated minimum of 3 hours once per week is requested with attendance once per month at a Committee meeting (1hr)

**Position requirements
(Skills, qualifications &
experience)**

- Experience and/or interest in Community Development and working with community groups to aid their development
- Knowledge and familiarity of principles and practices of budgeting and financial
- High standard of written and oral skills
- Experience in the evaluation of funding applications and reporting
- Ability to actively support KFCE's purpose and values

Volunteer Applicant Declaration

You have discussed, read and understood this Volunteer Position Description and agree that you will work within the position responsibilities detailed.

The Kangaroo Flat Community Enterprise reserves the right to prohibit an individual from volunteering if background checks are not to the organisation's satisfaction.

In addition, you are required to provide full and up to date disclosure to the Kangaroo Flat Community Enterprise in respect to any matter which may affect your capacity to perform the duties associated with the role and in this regard but not limited to, the capacity to interact with children and vulnerable people, and deal with sensitive financial or personal information.

Volunteer Applicant Declaration

Signature

Date

Kangaroo Flat Community Enterprise Chair (or Delegate)

Signature

Date
