

POSITION DESCRIPTION



Position title	Community Grants and Inclusion Officer
Classification	Level 5 (Municipal Officer) ASTC EA
Position number	P2139
Responsible to	Manager Community and Cultural Development
Position status	Permanent Full-time
Position description approved	 Date: 7/7/2026

Primary Objective

This role oversees community grants and inclusion initiatives to enhance social cohesion and liveability within Alice Springs. The officer will develop and implement programs and events that support diverse cultures, address community needs, and ensure optimal use of resources.

Key Responsibilities

- Oversee the Community Support program and budgets to ensure effective outcomes, including evaluation and continuous improvement of policies and procedures.
- Build and strengthen the capacity of Council and the community to include members who may experience exclusion or discrimination through the development and delivery of Council's Community Inclusion Plan.
- Develop and execute community events and programs that reflect the interests and needs of residents.
- Oversee the implementation of Council's Reconciliation Action Plan and facilitate Council's Reconciliation Working Group.
- Research grant opportunities and keep stakeholders informed of funding possibilities.
- Develop processes to ensure proper reporting and acquittal of awarded grant funds.
- Assist in reviewing and assessing Community Support applications and report outcomes to Council.
- Increase participation opportunities for marginalized groups through partnerships and projects.
- Maintain strong relationships with community groups to support the delivery of events and programs.
- Take reasonable care for your own health and safety, as well as that of others.
- Follow health and safety instructions and comply with relevant workplace policies, procedures, and emergency protocols.
- Use personal protective equipment and operate machinery, plant, and vehicles safely.
- Report hazards, incidents, accidents, and near-misses to your Manager/Supervisor promptly.
- Perform other duties within capabilities and/or consistent with the level of this position as required.

Delegations

- Manage grant and project budgets within specified limits

Qualifications

- Qualifications or experience in grants, event management, community development, or policy work
- Current NT driver's license
- Current Working with Children Clearance (Ochre card)
- Currently provide First Aid & CPR

Selection Criteria

Essential

1. Experience in delivering and assessing grants and sponsorship programs.
2. Excellent written and verbal communication skills, including the ability to prepare strategic reports and presentations.
3. Strong understanding of social justice, diversity, and inclusion principles.
4. Proven ability to build partnerships with diverse stakeholders.
5. Experience in developing and implementing events and programs based on community needs.
6. Demonstrated ability to evaluate community projects and events effectively.
7. Sound understanding of the role of local government in supporting community projects and events.
8. Strong project management skills with the ability to manage multiple projects concurrently.
9. Ability to plan and prioritize workloads effectively.

Desirable

1. Understanding contemporary issues and strategies in grants administration.
2. Flexibility to work outside standard hours, including weekends and evenings as required.

ACKNOWLEDGEMENT

I have received a copy of this Position Description and have read and understand its contents.

Employee Name _____ ::FIRSTNAME:: ::LASTNAME:: _____

Signature _____ ::SIGNATURE:: _____ Date _____