

## JOB DESCRIPTION

<b>Job Title</b>	Grants Officer
<b>Job Type</b>	Contract
<b>Location</b>	19 Brereton Street, South Brisbane QLD 4101
<b>Manager</b>	Chief Executive Officer

### About the role

This role proactively identifies and explores funding opportunities, writes grant applications, and manages grant-funded projects within Bicycle Queensland (BQ) to support its Strategic Plan and Vision of more people riding more often. The role requires the incumbent to be enthusiastic, and to be an outstanding brand ambassador for, and live the values of BQ.

### Key Duties

- Develop a grants roadmap for BQ
- Identify and research key funding opportunities to support BQ's strategic plan
- Write, submit and monitor grant applications
- Regularly report on the status of grant applications
- Manage and monitor grant funding budget and project performance
- Develop key relationships with internal and external stakeholders
- Provide support with other professional writing across BQ as required
- Contribute to BQ's vision - more people riding more often

## SKILLS & EXPERIENCE

### Qualifications & Experience

- Relevant tertiary qualifications in commerce, business, policy or other relevant disciplines
- Demonstrated successful experience with the end-to-end grant application process
- Experience in the community services sector
- Knowledge and understanding of relevant legislation

### Skills & Abilities

- Data analysis skills
- Ability to effectively present information
- IT proficiency, including Microsoft Office and web applications
- Excellent record keeping file management skills
- Proactive
- Hold high ethical standards
- Outstanding oral and written communication skills and people skills
- Ability to foster positive relationships and participate in appropriate networks, internally and externally
- Self-motivated, takes responsibility and demonstrates a high level of initiative
- High attention to detail in all elements of work
- Exceptional time management and organisational skills
- Collaborative mindset with the ability to work in a small team environment