

POSITION TITLE: Contracts and Grants Lead
DEPARTMENT: Program Impact
DATE: November 2024
REPORTS TO: Head of Program Impact Operations
FTE: Full-Time (1)
LOCATION: Richmond, Melbourne (Hybrid)

CBM AUSTRALIA

CBM Australia is a Christian international development organisation with a focus on disability. We have more than 115 years' experience developing proven community-based programs that help millions of people with disabilities benefit from real and lasting change. We work alongside people with disabilities living in the world's poorest places to fight poverty and exclusion and transform lives.

ORGANISATIONAL VISION

An inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

ORGANISATIONAL MISSION

CBM is fighting to end the cycle of poverty and disability.

GROUP/DEPARTMENTAL OBJECTIVE

The CBM Australia Program Impact department partners with the disability movement, organisations of persons with disability (OPDs) and other key external partners to influence, develop and support the delivery of high-quality, transformational programs and advice, delivering lasting change to people with disabilities across the globe.

Through our five functional teams (International Programs, Pacific, the Inclusion Advisory Group, Effectiveness and Operations), the Program Impact department generates and applies evidence and learning to inform our advice, strengthen program practice and extend sector thought leadership. The team works collaboratively across CBM Australia and alongside CBM Global to amplify the reach and impact of our work via our three "vehicles of change" – field programs, advocacy and advisory.

SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

CBMA is committed to the protection and safety of all children and vulnerable adults that come into contact with our organisation and programs. All staff are required to understand and comply with CBM Australia's Safeguarding Policy and Prevention of Sexual Exploitation, Abuse and Harassment Policy, Code of Conduct and Safeguarding Behaviour Statement.

RESPONSIBLE FOR:

The Contracts and Grants Lead is responsible for the management of and compliance with a variety of institutional or philanthropic fund contracts, alongside compliance and training with CBM internal policies and practices. This may entail management of the donor relationship. In particular, the role manages the DFAT ANCP grant and ANCP grant relationship with DFAT.

The role provides expertise and support on budgeting and financial reporting, program management systems, program contracts, including donor compliance and reporting requirements, risk and fraud management, to ensure program quality, compliance achieved and capability strengthening with field program partners. The role also supports the PI management team with a strategic, risk and grant/donor management lens to ensure clear

field program forecasts and budget placement, tracking and reporting against targets. Domestic or international travel may be required.

REPORTS TO

Head of Program Impact Operations.

MAIN ACTIVITIES

- 1. Contract Management:** The role will focus on ensuring the successful implementation and compliance of institutional and philanthropic grant contracts while improving internal systems for effective delivery.
 - Ensure high-performing grant management by implementing funding contract requirements in alignment with CBMA's processes and programs.
 - Track and manage compliance with quality standards and risks, including safeguarding, PSEAH, fraud, counterterrorism, and audit responses.
 - Collaborate with internal departments, CBMG, major donors, and stakeholders to manage the ANCP Partnership Program and other assigned contracts.
 - Ensure timely and professional fulfillment of funding contract requirements, including reports.
 - Monitor and address gaps in contract compliance, collaborating with the Program and Institutional Leadership Team.
- 2. Budget and Financial Oversight:** The role includes coordination and oversight of CBM Australia's program funding allocation, management and ensuring alignment with strategic priorities.
 - Lead the annual and multi-year program budget and forecast processes.
 - Provide data and analysis to support the Program Impact Leadership Team in program strategy development and execution.
 - Manage fund allocation, monitor associated risks, and ensure timely reporting, fund disbursement, and fraud prevention.
 - Keep Program Impact Leadership Team well-informed of risks and equipped for timely decision-making regarding program budgets in alignment with PILT strategy.
- 3. Program Systems and Processes:** The role contributes to the development and refinement of systems, processes, policies, and standards to support program cycle management.
 - Collaborate across Program Impact teams to develop and streamline program systems and processes to ensure they are fit for purpose.
 - Lead engagement with CBM Global program management system and contract teams to ensure CBMA needs are met.
 - Ensure CBM Australia's program policies align with sectoral best practices and donor standards
- 4. Other Program Impact Operations and Organisational activities and projects**
 - Participate in organisational activities and support projects as required
 - Assist with other PI Operations activities in response to additional demands and resourcing
 - Ad Hoc duties as required by the Head of Program Impact Operations

SPECIFIC OUTCOMES REQUIRED

- **Funding contract requirements**, including reports, are fulfilled in a timely and professional manner.
- **Contract compliance and risk management** processes are effectively tracked, with gaps addressed in collaboration with Program Impact Leadership Team.
- **Program allocation and budgets** are managed efficiently, and Program Impact Leadership Team is equipped to make informed strategic decisions.
- CBM Australia **processes and the intersection** with CBM Global are effective, **efficient and fit for purpose**.

KEY SKILLS/QUALITIES

- **Demonstrated experience in financial management and budgeting**, including oversight of portfolio funds and engagement with stakeholders (e.g., finance departments, program partners, internal teams).
- **Advanced proficiency in Excel**, Word, email, and databases; experience with Jira is highly desirable.
- Proven **ability to manage and organise complex workloads** while meeting internal and external deadlines collaboratively across teams.
- **Excellent written and verbal communication skills**, with the ability to engage effectively with diverse stakeholders at various levels of expertise.
- **Strong interpersonal skills**, with a proven ability to build and maintain positive relationships with diverse stakeholders.
- **Background in accounting, audit, or compliance roles** and/or related qualifications is highly regarded.
- **Willingness to learn about CBM Australia's work**, contributing to the continuous improvement of workflows, templates, guidance, systems, and processes.
- **Enthusiasm for the mission** of CBM Australia and alignment/comfort with being part of a faith-based organisation.
- **Experience in Australian development sector program compliance** (safeguarding, counter terrorism, fraud, sexual exploitation, abuse and harassment) including the ACFID Code of Conduct and DFAT ANCP will be highly regarded
- **Knowledge of international development** trends, issues, and project management cycles (approval, implementation, and reporting) is advantageous.
- **Government grant management experience**, particularly in the Australian development sector, is highly desirable.

INTERNAL STAKEHOLDERS

Project Coordinators, Program Impact Operation team members, CBM global staff based in country, CBM staff such as finance and public engagement as needed.

EXTERNAL STAKEHOLDERS

DFAT ANCP business partner, OPD's, field partners, auditors, ACFID group members, external contractors.