



Yorta Yorta Nation Aboriginal Corporation (YYNAC) Vacancy

Grants & Engagement Manager

About the Role

The Grants and Engagement Officer role is responsible for working collaboratively with the Department of Energy, Environment and Climate Action (DEECA) staff and other agencies to ensure effective and efficient engagement to support the wider organisation while ensuring that Yorta Yorta Nation Aboriginal Corporation (YYNAC) is meeting all reporting obligations under all major agreements.

This role is responsible for, but not limited to, the following accountabilities in line with the organisation's strategic plan. Accountabilities may change at any time, subject to business needs:

- to support the organisations participation in the state-wide and regional caring for country partnership forums
- to support the organisations participation in departmental forums on other matters (e.g. joint management)
- participate in planning and reporting organisational activities to multiple stakeholders including various government agencies
- support the organisations broad engagement with DEECA and other agencies in relation to progressing outcomes under the Departments' self-determination strategy
- ensure the organisation meets all reporting obligations under all major agreements
- Create and maintain a Grants register

About You

The appointee should possess the following skills, abilities and experience:

- Excellent verbal and written communication along with sound interpersonal skills; with an ability to communicate sensitively and respectfully with all relevant stakeholders
- Well-developed understanding of funder motivation and behaviour
- Excellent time management and organisation skills
- Level of competency with Microsoft suite software, strong organisational ability and a sharp attention to detail
- Self-directed ability to work with minimal supervision.

What we offer you

- Salary packaging of \$15,900.
- Attractive salary.
- Access to free and confidential Employment Assistance Program.

To apply for or request any further information please email hrmanager@yynac.com.au