



## Position Description

<b>Position Title</b>	<b>Impact Coordinator</b>				
<b>Branch / Unit</b>	Grant making, social impact, community engagement				
<b>Classification</b>	Coordinator	<b>Employment Status</b>	Ongoing	<b>FTE</b>	0.4-0.6
<b>Salary</b>	Negotiable				
<b>Position reports to</b>	Chief of Impact (Col)				
<b>Location</b>	Melbourne, 105-115 Dover Street, Cremorne VIC				
<b>Position Contact</b>	Adam Robinson Chief of Impact 0488 336419 / adam@streetsmartaustralia.org				

### ORGANISATION ENVIRONMENT

The team at StreetSmart believe everyone should have a safe and secure place to call home. Since 2003, we have an unrivalled track record of community engagement and activation to raise funds and awareness for smaller grassroots homeless services.

StreetSmart's success is based on our ability to engage the broader community to support local responses to homelessness. Funds are raised through our innovative campaigns, engaging with 1000's of small businesses and 100,000's of people. With the funds raised, we seek out to support and partner with smaller, grassroots, homeless services through a unique, place based, collaborative community grants program. These smaller services are embedded in their communities, responding to gaps in service delivery with innovative programs. They struggle for support, and a voice, yet provide front line services to people in need.

StreetSmart Australia currently comprises of the following structure:

- Operations/Fundraising/Strategy/Governance – Chief Executive Officer
- Impact/Community – Chief of Impact
- Technology, Systems and Digital – Technology lead
- Digital Marketing, e-commerce, SEO, online content – Digital Campaign Manager
- Hospitality campaigns, events - Partnerships Manager
- **Impact, grant-making, community partner engagement and research – Impact Coordinator**

StreetSmart Australia is an Equal Opportunity Employer. Aboriginal and Torres Strait Islander people, people with disabilities, LGBTQIA+ people, and culturally and linguistically diverse people are strongly encouraged to apply.

**ORGANISATIONAL VALUES**

**Integrity**

An honest and reliable approach in dealing with others and conducts themselves both in a professional and ethical sense

**Courage**

Stepping outside of your comfort zone and accepts responsibilities for their own actions

**Resilience**

Prepared to 'go the extra mile' and be motivated for organisational success

**Respect**

Values the contribution and diversity of others

**ROLE PURPOSE**

Due to an expansion of our community campaigns, the role of Impact Coordinator has been created to work alongside the Chief of Impact, to build and strengthen the capacity of StreetSmart to deliver meaningful impact, collaborating with our grant recipient network. You'll be working on our grant making programs, deepening our relationships with grant recipient organisations and increasing our understanding of current community needs. You will be tasked to support the accurate execution of all community grant rounds, including the maintenance of our grant recipient database. There is a key focus to work with the Chief of Impact in the recording and development of our impact reporting and story-telling, providing support to our community partners, grant recipients and stakeholder groups enabling them to understand our programs and impact, deepening our community connection.

KEY ACCOUNTABILITIES	KEY ACTIVITIES
Relationship Management	<ul style="list-style-type: none"> <li>● Engaging with over 800 community partners across Australia, ensuring an interpersonal and positive approach with charity contacts</li> <li>● Researching new prospective community partners; gauging sector needs and demands, whilst monitoring the social sector with targeted approaches</li> <li>● Building the relationships with existing community partners to enhance the scope of shared knowledge across both parties</li> <li>● Communicating StreetSmart's mission and brand across communities, positioning StreetSmart's impact in a positive and responsive tone</li> </ul>

Grant Making	<ul style="list-style-type: none"> <li>● Coordination of the grant making process, including, but not limited to; <ul style="list-style-type: none"> <li>- application process</li> <li>- researching community projects</li> <li>- ensuring funds are directed to the right organisations, in the right areas, in a timely manner</li> </ul> </li> <li>● Grants are provided through various StreetSmart initiatives, where this role will be aligning grant making to; <ul style="list-style-type: none"> <li>- Monthly projects</li> <li>- Larger rounds of grants via events, eg: CafeSmart &amp; DineSmart</li> <li>- Food and meals funding eg: SmartMeals</li> <li>- Responsive grants eg: Recovery Fund, material/emergency aid</li> </ul> </li> <li>● Coordinating the sleep kit ordering (grant making) process between community partner and our corporate partner, Sheridan Australia, for the SleepSafe initiative. This will also include growth and expansion of this program, aligned with the growth of the SleepSafe fundraising efforts.</li> </ul>
Reporting, Compliance and Database Management	<ul style="list-style-type: none"> <li>● Ensuring accurate and up to date community partner records are kept in both our databases and G:drive storage platforms</li> <li>● Ethical and compliance is applied to each and every grant made to the community as per state and charitable licence requirements</li> <li>● Working closely with our Tech Lead and Col, development projects to effectively record and report on grant making with 'efficiency' as front of mind</li> <li>● Impact reporting, both on an annual and monthly data collection, to feed analysis and metrics into the organisation, on both a local level recipient but also against systemic change</li> </ul>

<b>KEY SELECTION CRITERIA</b>
<ul style="list-style-type: none"> <li>● Experience in social impact, community development, grant making and the not for profit sector, especially a knowledge of and commitment to the homelessness sector</li> <li>● Initiative, enabling new ideas and research strategies</li> <li>● Excellent communication and record keeping skills with an eye for detail</li> <li>● Good working knowledge and comfortable in using database systems eg: G-Drive, Salesforce, Word, Excel, PowerPoint etc</li> <li>● Ability to work, collaborate and liaise with a broad range of stakeholders</li> </ul>

Approval Name (Chief of Impact)	Signature / Date
Approval Name (Impact Coordinator)	Signature / Date