

Job Description



OUR ORGANISATION

Skylight Mental Health (Skylight) is a community based, not for profit organisation, which provides a range of education, support, rehabilitation and recovery based services and programs for people with mental illness, their carers (family and friends) and the community. Skylight programs are delivered utilising “lived experience” of people with mental illness and carers, and according to a psychosocial rehabilitation model and recovery philosophy and practice.

Skylight’s objectives include promoting greater community knowledge, awareness, support and understanding of the effects of mental illness on individuals and their carers. These objectives are pursued through research, illness management, support, reducing stigma and advancing the rights of people with a mental illness and their carers. Skylight is a member organisation of MIFA (Mental Illness Fellowship Australia, www.mifa.org.au), a national body with branches across states and territories in Australia. For more information about Skylight services and programs go to www.skylight.org.au

OUR VISION, MISSION and VALUES

OUR VISION is a South Australian community which understands mental illness and responds with confidence, respect and hope.

OUR MISSION is to increase opportunities to achieve good mental health, to promote acceptance of mental illness in the community and provide quality services for people with mental illness, their family and friends.

OUR VALUES: Show Respect, Foster Team, Create Quality, and Embrace Opportunity.

KEY PERFORMANCE AREAS

All Skylight employees are required to meet at least the minimum level of satisfactory performance in the following areas within the context and performance of their positions:

Organisation:	Skylight and our strategic goals, including positive culture, policies, procedures and legislative requirements
Program/Work Area:	Program/Work Area tasks & responsibilities
Team:	Working relationships within Skylight teams
Individual:	Individual performance areas
Supervisor:	Working relationship with your direct supervisor
Leadership:	Additional responsibilities which apply to Team Leaders, Coordinators, Specialists and Managers who participate in Leadership Group meetings at Skylight

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POSITION SUMMARY

TITLE: Tenders and Contracts Coordinator

PROGRAM/WORK AREA: Service Delivery

LOCATION: Metropolitan

Skylight delivers a range of recovery-oriented community mental health services by working alongside people experiencing mental illness, family and friends who care for them, and the broader general South Australian community. Skylight develop its services with input from participants to ensure responsive, effective services that build on strengths, increase resilience and improve mental health. Services include individual support, carer programs, therapeutic groups, social and recreational activities, together with information, education, advice and referral.

The Tenders and Contracts Coordinator works under the broad direction of the Manager – Projects and Business Systems and has leadership level responsibility for several Corporate Services and Service Delivery initiatives within the organisation.

The Tenders and Contracts Coordinator will play a key role in Skylights growth, creating innovative growth opportunities and responding to new advertised Grants. This role will require working closely with Service Delivery management team, and relevant projects via the Project Management Office.

SPECIAL CONDITIONS

The Tenders and Contracts Coordinator role will require flexible work hours with some out of hours work, with intrastate travel required. There may also be a requirement at times for interstate travel. Flexible work hours are subject to the needs of the organisation, as negotiated with the Manger – Projects and Business Systems, with time off in lieu provided by mutual agreement where additional hours are worked, to maintain an average of allocated hours per week.

DHS Working with Children check and NDIS Worker Check are required prior to appointment. You must hold a Permanent Resident Visa or be an Australian Citizen to apply for this position.

You must hold a Permanent Resident Visa or be an Australian Citizen for this position. The Grants and Compliance Coordinator position may be required to use their own registered, insured and fully maintained motor vehicle and will be compensated for mileage at the Award rate.

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DUTIES

Grants

- Coordinate, develop and improve the end-to-end processes for grants including the provision of Management support and advice.
- Develop and implement tender policies and procedures on an ongoing basis.
- Monitor and evaluate grant and tender opportunities.
- Provide recommendations on potential submissions.
- Complete grant and tender submission documents to deadline and upload them to tender portals and / or prepare them for dispatch, ensuring consistent high quality.
- Build and maintain internal and external relationships with individuals involved in the application process.
- Project manage grant opportunities, working with colleagues to gain insight and recommendations to develop proposals, support application activity, and monitor and report on progress.
- Develop and update standardised grant / tender content and supporting verification.
- Responsible for final submission of grant and tender applications.

Reporting

- Coordinate, develop and improve the end-to-end processes for reporting on existing contracts, including the provision of Management support and advice.
- Working with the Service Delivery Management Team (who maintain oversight of delivery of individual contracts), the Tenders and Contracts Coordinator will coordinate (with direction from Manager – Projects and Business Systems) key contract deliverables and administrative obligations, including:
 - Understanding and execution of SkyLight's reporting requirements.
 - Maintenance of aggregated information on contract requirements, timeframes, reporting and financial milestones.
 - Collation of qualitative and quantitative data to meet funding contractual obligations.
 - Submission of reports, where required.

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SELECTION CRITERIA

Skills, Knowledge and Experience

- A tertiary or post graduate qualification in a relevant field (e.g. Business, Communications) or equivalent experience.
- Exceptional developed communication skills (particularly written communication) to engage and persuade a broad range of internal and external stakeholders.
- Demonstrated successful grant/tender writing experience.
- Strong research and analytical skills.
- Ability to compile and produce professional reports, papers and management information.
- Highly developed ability to be flexible and adaptable in a dynamic setting, with capacity to work on multiple activities concurrently and autonomously, as well as a part of the broader SkyLight team.
- Demonstrated knowledge of government commissioning processes, formats and contracts.
- Demonstrated ability to problem solve, including developing operational responses to recurring or emerging issues based on knowledge, expertise and accurate appraisal of facts.
- Demonstrated project management experience.
- Demonstrated experience in working with Customer Relationship Management databases.
- Demonstrated knowledge and commitment to working in the community services sector and understanding the important challenges.
- Demonstrated understanding and implementation of organisational operations and workplace practices, e.g., Equal Opportunity and WHS.
- Current SA Driver's License and willingness to use own registered, insured (at a minimum Third-Party Property Damage Insurance) and fully maintained motor vehicle for work purposes.