



## VOLUNTEER POSITION DESCRIPTION – Community Grant Review Panellist

<b>Title</b>	Community Grant Review Panellist
<b>Reporting to</b>	Community Impact and Grants Manager
<b>Direct Reports</b>	Nil

### GIVE WHERE YOU LIVE FOUNDATION

The organisation we now know as the Give Where You Live Foundation was initially formed in 1954 as the Geelong and District Community Chest and became the United Way Geelong Region in 1979. 2011 saw the organisation become the Give Where You Live Foundation as a means of keeping all raised funds under our control and in the Geelong/G2I region.

Since 1954 the Foundation has been bringing individual donors, corporate supporters and community partners together to address one of the most complex and entrenched social issues in our community - disadvantage. In some parts of our community the level of disadvantage still remains at alarming and unacceptable levels.

We believe we can change this by ensuring that ALL people in the Geelong/G2I region have access to an adequate education, a sustaining and sustainable job and a life not limited by crisis.

To do this we provide grants and deliver programs related to Education, Employment and Life Crisis. Integral to our work is our ability to innovate, think and act with imagination. Our focus is on long-term impact. While we are known as grant makers, our aim is to be change makers.

### KEY PURPOSE OF POSITION

The objective of the Community Grant Review Panellist position is to review and assess grant applications received by the Give Where You Live Foundation as part of its' various competitive grant rounds.

### KEY RESPONSIBILITIES

Key Work Areas	Responsibilities
Grant Application Assessment	<ul style="list-style-type: none"> <li>• Participate in a Community Grant Review Panel Orientation Session</li> <li>• Read background materials related to the specific grant round and review process (e.g. grant category information sheet, grant application, review sheet)</li> <li>• Read specific grant applications assigned to your Community Grant Review Panel</li> <li>• Assess and provide feedback on grant applications assigned utilising forms and information provided</li> <li>• Identify and communicate any real or perceived conflicts of interest</li> <li>• Participate in a Community Grant Review Panel Review Session</li> </ul>

	<ul style="list-style-type: none"><li>• Provide feedback on the Community Grant Review Panel process</li></ul>
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## KEY SELECTION CRITERIA

### Essential skills/abilities:

- Passion for the community and making the extra effort to achieve the desired outcomes
- Ability to look beyond one’s own political, ideological, organizational, and/or programmatic perspectives and assess projects as objectively as possible.
- Ability to evaluate applications based on the substance of the idea rather than the quality of the writing.
- Computer skills (ability to utilise technology to access materials and submit assessments).
- Reading, writing and analytical skills.
- Ability to meet deadlines and to follow-through on assignments.

### Personal Behaviours & Attributes:

- Commitment to the Give Where You Live Foundation’s purpose and mission.
- High levels of self-motivation and initiative.
- Ownership and accountability of one’s work.
- High levels of confidentiality and integrity (relating to both data and verbal communication).

## ADDITIONAL INFORMATION

- All Community Grant Review Panellists must sign a **Privacy and Conflict of Interest Declaration**.
- Information related to the current Community Grant Review Panel Process can be found [here](#).