

Assessor Team nomination form

Form Preview

Assessor Team Nomination

How to use this form

Use the Next Page and Previous Page buttons or the Application Form Navigation list on the right-hand-side to move between questions. This will automatically save your application. Don't use the Forward or Back buttons on your website browser as you may lose your progress.

As you complete the form, your responses will determine which further questions you will be required to answer. Questions that are not applicable to your application will be automatically disabled.

For further instructions on how to use this online form, please see the [SmartyGrants Guide for Applicants](#).

Please let us know if something doesn't work or doesn't make sense. We want to hear from you and we want to help you: call us on (03) 8341 5900.

Introduction

Our [Assessor Team](#) independently review, score and provide advice on grant applications to our [Grants Advisory Committees](#).

Grant Assessors are called on twice annually to review incoming applications, providing assessment scores and feedback through an online process.

Assessors require online access, and some support may be available to assist with this in some instances.

Terms

Appointments are for a term of three years.

Roles and Responsibilities

For more information about workload and role expectations:

[Read more about what's involved in being an assessor](#)

For more information, see:

- [Meet our Grant Assessors](#)
- [Annual Report](#)
- [Strategic Plan](#)

Who can nominate?

Individuals are welcome to nominate themselves or community broadcasting stations and sector organisations can recommend candidates.

How are positions appointed?

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All nominations are reviewed by the HR & Nominations Committee and recommendations are made to the CBF Board who approve the final appointments.

Appointments are assessed against the CBF's [Diversity, Access & Equity Policy](#) and the following criteria:

- **Skills** - The nominee demonstrates appropriate skills for the role, including specialist knowledge, as detailed in the Roles and Responsibilities.
- **Attributes** - The nominee demonstrates qualities that would be beneficial to the work of our Board and advisory committees, including a commitment to fair, ethical and transparent processes, hard-worker, ability to make difficult decisions, collaborator, ability to contribute insight, creative ideas and devise innovative solutions to problems, analytical skills, attention to detail, and/or a commitment to the values of community broadcasting.
- **Experience** - The nominee demonstrates relevant experience in a similar role, experience at a community radio or TV station, a broad understanding of the media industry, and/or experience writing or assessing grants.
- **Other** - The nominee has sufficient time to participate and has regular online access.

The CBF welcomes volunteers from the following backgrounds and with the following skills and experience to apply:

- Aboriginal and Torres Strait Islander peoples
- Women and gender diverse people
- People with culturally and linguistically diverse backgrounds
- People with a disability
- LGBTIQ+ people
- Young people
- People from non-metropolitan areas

Skills & experience:

- Specialist content production (news/current affairs, spoken word, specialist music and specialist Indigenous, RPH and ethnic)
- Station management
- Financial management
- Business development and fundraising
- Events, marketing and promotions
- Technology (broadcast and IT)
- Training
- Social inclusion
- Broadcast platforms (radio, television, online and cross-platform)
- A range of station experience (small/large, metropolitan/regional/remote, all states and territories)

Nominations are considered by members of the [Nominations Advisory Group](#) made up of national sector representative organisations who assess them against the criteria listed above.

Background information

We are a not-for-profit organisation supporting Australian community media. By supporting media makers, we help connect people and tell vital, local stories. Each year we provide

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more than **\$19.7 million** in funding to support **216** community broadcasting organisations around Australia.

The distribution of funds is determined by our [Board](#), supported by our [Grants Advisory Committees](#) and [Grant Assessors](#). We proudly involve people experienced in community media to support our grant decisions and are guided by our [Strategic Plan](#), [policies](#), constitution, and inspired by our vision, 'A voice for every community – sharing our stories'.

Contact details

* indicates a required field

Name of nominee *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Postal address of nominee *

Address		
<input type="text"/>		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Must be an Australian post code		

Phone number of nominee *

<input type="text"/>
Must be an Australian phone number

Email address of nominee *

<input type="text"/>
Must be an email address

Diversity, Access Equity

The CBF respects and values the principles of diversity, access and equity and the benefits of their application throughout its culture, organisational structure and grant programs.

While not limited to the following groups, current priorities for affirmative action within organisational structures at the CBF include:

- Aboriginal and Torres Strait Islander peoples
- Women and gender diverse people
- People with culturally and linguistically diverse backgrounds
- People with a disability
- LGBTIQ+ people
- Young people
- People from non-metropolitan areas.

To assist the CBF in meeting its [Diversity, Access & Equity Policy](#), please tell us if you meet any of these current priorities.

Do you identify as any of the following?:

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Aboriginal or Torres Strait Islander

☐ Yes

Woman

☐ Yes

Gender diverse

☐ Yes

Culturally and linguistically diverse (CALD)

☐ Yes

Has a disability

☐ Yes

Gay, Lesbian, Bisexual, Transgender or Intersex

☐ Yes

Under 26

☐ Yes

Lives in a non-metropolitan area

☐ Yes

Detail any support requirements you might need to participate as a CBF Assessor:

For example: adjustments we can make to ensure materials are accessible to you.

Do you have limited access to the internet? *

☐ Yes

☐ No

Skills Experience

* indicates a required field

In this section please tick the appropriate boxes to indicate your skills and experience.

We will use these categories to assign grants to assess within your nominated skills and experience where possible.

Format experience (if any)

☐ Audio ☐ Video ☐ Radio reading (RPH)

Technical experience (if any)

☐ Studio technology ☐ Transmission technology ☐ Software development ☐ General technology

Development & Operations experience (if any)

☐ Station management ☐ Financial management
☐ Business development and fundraising ☐ Events, marketing and promotions ☐ Training ☐ Social inclusion ☐ Ethnic station ☐ Indigenous station ☐ RPH station

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Content experience (if any)

☐ Narrative/storytelling ☐ News and current affairs ☐
Events/OBs ☐ Specialist music ☐ Variety/magazine ☐
Ethnic programs ☐ Indigenous programs

Regional or remote station experience (if any)

☐ Yes

Definitions:

- **Audio:** Experience in the creation or production of audio content for radio, online, cross-platform.
- **Video:** Experience in the creation or production of video content for TV, online, cross-platform.
- **Radio reading (RPH):** Experience in or understanding of Radio for the Print Handicapped programming. See [Radio Reading](#) for more info.
- **Studio technology:** Experience operating and understanding studio-based technology and equipment.
- **Transmission technology:** Experience operating and understanding transmission related technology and equipment
- **General technology:** Experience with and understanding of IT and other non-media specific technologies
- **Station management:** Experience in holding the position of Station Manager (as a current or former position) at a community media organisation.
- **Financial management:** Experience in the management of funding and budgets, understanding of financial statements and reporting, monetary policies.
- **Business development / fundraising:** Experience in the creation of any activity by a small or large organisation, non-profit or for-profit enterprise which serves the purpose of 'developing' the business in some way including business planning, goals, marketing, promotion, HR planning, legalities etc. Experience in soliciting and gathering voluntary contributions as money or other resources, by requesting donations from individuals, businesses, charitable foundations, or governmental agencies.
- **Events, marketing & promotions:** Experience coordinating events, researching, promoting, selling, seeking sponsorship for products and services.
- **Training:** Experience delivering or coordinating training (accredited, non-accredited, pathways, in-house), mentoring, course design.
- **Social inclusion:** Experience in, and knowledge of, structural barriers, research and relevant policy interventions that are understood to improve the terms on which individuals and groups take part in society—improving the ability, opportunity, and dignity of those disadvantaged on the basis of their identity, socio-economic status, disability, cultural background, digital inclusion or other factors.
- **Ethnic station:** Experience working/volunteering with or a demonstrated understanding of stations with an Ethnic community of interest.
- **Indigenous station:** Experience working/volunteering with or a demonstrated understanding of stations with an Indigenous community of interest.
- **RPH station:** Experience working/volunteering with or a demonstrated understanding of full-time RPH service stations.
- **Specialist content production: narrative/storytelling:** Experience in the creation or production of spoken word features or documentaries
- **Specialist content production: news and current affairs:** Experience in the creation or production of news or other content covering events of political or social interest and importance happening in the world at the present time.

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- **Specialist content production: Events/OBs:** Experience in coordinating or participating in events or outside broadcasts.
- **Specialist content production: specialist music:** Experience in the creation or production of programs that focus on specific musical genres, styles, cultural scenes and eras.
- **Specialist content production: Variety/magazine:** Experience in the creation or production of programs including a wide range of programming in talks, topics, contributors, sports, music and more.
- **Specialist content production: ethnic programs:** Experience in or understanding of programming produced by and for CALD communities.
- **Specialist content production: Indigenous programs:** Experience in or understanding of programming produced by and for First Nations communities.
- **Regional station:** Experience working/volunteering with stations in regional areas. See ACMA's List of community licence holders.
- **Remote station:** Experience working/volunteering with stations in remote areas. See [ACMA's List of community licence holders](#).

Describe any community broadcasting or other relevant skills and experience you may have: *

Word count:

at least 50 words

Have you been involved at a community radio or TV station? If so, which stations? How were you involved?

Supporting document(s)

Attach a file:

Code of Conduct

* indicates a required field

Conflict of Interest

I have read the [CBF Code of Conduct](#), incorporating the CBF Conflict of Interest Policy, and hereby declare a perceived or actual conflict of interest in relation to the following organisations/projects that may apply for assistance or otherwise seek benefit from the Community Broadcasting Foundation:

(provide the name or call sign of the organisation in sufficient details to identify them - e.g. 6XYZ-FM, Perth; and a brief description of the nature of the conflict of interest - e.g.

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current active volunteer/voting member/employee/officeholder. In the case of there being no conflicts of interest to declare, write "Nil".)

Name of organisation/project	Nature of Conflict of Interest

I hereby agree to:

- follow the procedure outlined in the CBF Conflict of Interest policy in relation to any CBF work I undertake where the actual or perceived conflicts of interest disclosed above arise;
- allow the CBF to publish the above Conflict of Interest disclosures on the CBF Register of Conflicts of Interest; and
- update this declaration through the completion and return of a new Declaration of Conflict of Interest form as soon as possible should any relevant further actual or perceived conflict of interest arise or there be any change to those already disclosed throughout the period of my involvement at the CBF.

Code of Conduct Declaration

I acknowledge that I have been provided with a set of induction materials that will assist me to undertake my role at the CBF including the [CBF Code of Conduct](#), [Strategic Plan](#), [Diversity, Access and Equity Policy](#), [Privacy Policy](#), and [Social Media Policy](#).

I have read and understand these materials and accordingly make the following commitments:

- I will help the CBF to maintain and develop an organisational culture that reflects the CBF's values as described in the CBF Strategic Plan.
- I will act with integrity and I will do my best to ensure that all CBF processes are fair, unbiased and transparent. I will provide honest and accurate information and advice to the CBF.
- I will respect the work and expertise of grantees and applicants, their partners and stakeholders, and strive for relationships based on candor, understanding and respect.
- I will observe policies to address conflict of interest and do all in my power to ensure that others do the same.
- I will ensure that grant application assessments and allocations are based on the published criteria and without personal or institutional bias.
- I will strive to improve the performance and processes of the CBF through consideration of better practice approaches. I will contribute to the maintenance of existing processes that ensure the effectiveness and efficiency of the CBF and its grant programs, but I will also be responsive and open to considering new ideas, processes and opportunities.
- I will endeavor to undertake any relevant professional development and aim to remain abreast of any relevant current and emerging issues of policy and practice.
- I will read all meeting materials prior to meetings and seek further advice about any matters that I do not understand.
- I will be an active and engaged CBF volunteer, and I will endeavor to respond promptly to matters as required.
- I will respect the confidentiality of all CBF meeting, grant and other sensitive materials.

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- I will not publicly represent or speak on behalf of the CBF (including in social media platforms) unless acting in the role of CBF President, or as directed to by CBF Board of Directors or Chief Executive Officer. I will follow the CBF Social Media Policy. In all public forums I will act responsibly, with integrity, and with the reputation of the CBF in mind.
- I will respect and maintain the privacy of individuals involved in grant applications or other CBF operations, as per the CBF Privacy Policy.

Declaration

I declare that to the best of my knowledge the information contained in this application is true and correct.

I understand that deliberately providing false information may constitute fraud and be legally actionable.

I understand that my nomination may be considered by the Nominations Advisory Group comprised of representatives of sector representative organisations.

Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date *

Your Privacy

The Community Broadcasting Foundation (CBF) respects the right of individuals and grantee organisations to privacy protection. Where personal or organisational information is supplied to the CBF, it is used to assist in providing resources and other services to community broadcasters and community broadcasting organisations, and in meeting our responsibilities as the funding agency for the community broadcasting sector. To this end, personal information may be shared with other community broadcasting sector representative organisations, consultants and funding providers.

Individuals have the right to access, update or correct any of their personal information held by the CBF at any time. Complaints against the CBF's acts or practices in relation to privacy protection may be investigated by the Australian Information Commissioner who has power to award compensation in appropriate circumstances. For more information, please see our [Privacy Policy](#) on our website or contact the Foundation's CEO on (03) 8341 5900 or by e-mail via executive@cbf.com.au.

Bio Headshot

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If your nomination is successful, the Community Broadcasting Foundation may publish your name and your answers to the quick questions below on our website & social media channels, together with a photo.

Concise answers appreciated, otherwise we will draw out some quotable quotes!

Why do you want to become a CBF assessor?

Word count:

Must be no more than 150 words.

What are you most looking forward to about participating in the grant assessment process?

Word count:

Must be no more than 150 words.

Upload a 'Headshot' Photo

Attach a file:

Please ensure the photo is high resolution.

Where did you hear about us?

How did you hear about this opportunity?

☐ CBF website ☐ CBF social media ☐ A conference ☐ A sector organisation
newsletter ☐ Word of mouth
Other

Select all that apply