

POSITION DESCRIPTION

TITLE:	Program Coordinator: FDF HRCPTDI Grants and Administration	STATUS:	1 x FTE to 31 Oct 2025 with possibility of extension to 31 Oct 2028
LOCATION:	FRRR Head Office 66 Garsed Street, Bendigo or Remote	REPORTS TO:	Program Manager: FDF's HRCPTDI
DIRECT REPORTS:	1 x Grants Officer	LEVEL:	Coordinator SCHADS 4.1
		PROGRAM:	Future Drought Fund's Helping Regional Communities Prepare for Drought Initiative (FDF's HRCPTDI)

FRRR'S PURPOSE AND CULTURE

FRRR is a national charitable foundation focussed on increasing equity of opportunity in remote, rural, and regional Australia. It adopts a partnership and leverage model of philanthropy which harnesses the collective resources of philanthropy, business, and governments to support rural communities to be vibrant, adaptive, and sustainable. Established in 2000, FRRR has distributed more than \$200m to over 15,000 projects across Australia to date.

Our strategy is focussed on improving outcomes in the areas of **People, Place, and Disaster Resilience & Climate Solutions**. FRRR believes that targeted philanthropic investment and collaboration in these areas will build more vibrant, sustainable, and adaptive remote, rural, and regional communities - and a more equitable and prosperous Australia as a whole.

FRRR's principles of engagement are guided by an understanding that remote, rural, and regional (RRR) communities are in a constant cycle of development and adjustment. As such we support community-led approaches that enable them to:

- **Seed & Strengthen** by enabling RRR communities to support and resource core social and physical infrastructure;
- **Adapt & Evolve** by building adaptive capacity across communities and enhancing their ability to cope and adjust to disruption; and/or
- **Innovate & Renew** by supporting communities to test, scale and embed game-changing initiatives.

To achieve this, we:

- **Grant and Develop** to provide remote, rural, and regional communities with access to grants and capacity building resources and support to address inequity and create opportunities;
- **Leverage and Broker** to harness FRRR's tax status, knowledge, and networks to support innovation, self-generation, and unlock more giving to address remote, rural, and regional community needs; and
- **Connect Insights and Learning** for policymakers, communities, and funders to connect them with ideas, knowledge and lived experience to influence more targeted and relevant support for remote, rural, and regional communities

Our core values centre around collaboration and constant improvement. We have created a dynamic, flexible, and supportive work environment. FRRR is an Equal Opportunity employer.

We Find Ways Forward - *A supporter and positive contributor to those we deal with.*

Real World Problem-Solving - *Considered, hardworking people that come together to make things happen.*

Finding Common Ground - *A grounded, connected start point for all we do.*

Live the Experience - *The best way to lead is through listening, learning, and knowing the facts.*

FRRR is committed to protecting the health, safety, and wellbeing of all employees. To achieve this FRRR strives to ensure that employees are not required or permitted to undertake work for which they are not suited, and we take appropriate measures to allow work to be done in a manner that will not put any person at risk to their health and safety. As such, new incumbents to this role will be required to complete a Pre-existing Injury Declaration relating to the job requirements.

WHAT YOU WILL ACHIEVE & DRIVE

This role will coordinate the administration, granting and overall program related tasks involved in the delivery of the Future Drought Fund's Helping Regional Communities Prepare for Drought program, between July 2022 and October 2025.

Reporting to the Program Manager: Future Drought Fund's Helping Regional Communities Prepare for Drought program, the role will be part of a collaborative and agile team that works closely with community based non-profit organisations across Australia to assist in the consultation, planning, and delivery of drought preparedness activities through Community Impact and Small Network Grants, and other program deliverables.

Working alongside the Lead Disaster Recovery and Resilience, Program Manager and Coordinators Community Engagement, and other program staff, the primary remit of the role is to assist the Program Manager with coordination of program planning,

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delivery, and administration of tasks, in addition to administering the granting mechanisms relating to Community Impact Grants and Small Network Grants. The role will coordinate day to day program related tasks (all elements), and the grants process including assessment, notifications and announcements grant agreements, grant payments, data-based insights for reporting, and support the final reporting and acquittal of all grants.

From time to time, you may be required to collaborate with external contractors employed to assist with the delivery of program outcomes, and other delivery partners of the Future Drought Fund.

Program Context:

The Department of Agriculture, Fisheries and Forestry (DAFF) is investing \$29.6 million over three years to implement the Helping Regional Communities Prepare for Drought program, which extends and integrates the Future Drought Fund's Networks to Build Drought Resilience program (led by FRRR) and the Drought Resilience Leaders programs led by Australian Rural Leadership Foundation (ARLF).

The expanded program, delivered in collaboration with the ARLF, will provide support for drought preparedness through community networks in up to thirty-five regions across Australia. Based on local engagement, it will involve key deliverables including:

- A place-based capacity building program in 35 regions nationally, to comprise Community Impact Grants of up to \$500,000 per region, facilitated action planning and initiative-design support, and access to leadership development, mentoring and a national leadership network via ARLF.
- A national small grants program of 60 grants up to \$20,000 per grant, delivered over two rounds.
- Curation and promotion of a national pool of expertise to support communities in their local drought resilience efforts.
- Impact measurement to be delivered by an external consultant.

THE TEAM AROUND YOU

Situated within the Disaster Resilience and Recovery team of staff, and portfolio of programs that partner with communities before, during and after disasters, to invest in solutions for increased climate resilience, the role will interact with:

Internal

- Lead Disaster Recovery and Resilience
- Program Manager
- Coordinator Evaluation and Impact
- Community Engagement Coordinators x 2
- Grants Officer

External Contractors

- Expertise Pool Contractor
- Impact Evaluation Contractor
- Communications Contractor

Primary External Stakeholders

- Australian Rural Leadership Foundation
- Other Future Drought Fund Delivery Partners
- Where required, the Department of Agriculture, Fisheries and Forestry

The Delegation Level of the role is - Coordinator.

- May not be Media Spokesperson for Grant Announcement

SKILLS & QUALITIES YOU NEED TO BRING TO THE ROLE & THINGS WE WILL DEVELOP

The performance of the Program Coordinator will be assessed around the following key result areas.

- Program Operation, including overall coordination and granting operations
- Teamwork: contribute to a positive, healthy, proactive, and multi-skilled team environment
- Stakeholder liaison

The role will be well-suited to a person with strong organisational abilities who has outstanding administration and communication skills and ability to provide a high level of attention to detail, is highly adaptive, information processing and analysis, and who thrives in a busy program environment.

To be successful in this role, the following skills and attributes are required:

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Essential (Key Selection Criteria):

- Proven track record of respect, empathy and enthusiasm for people and communities in remote, rural, and regional Australia.
- A natural team player who thrives in collaborative, mission-driven, and outcomes-focused environments.
- High level ability to be flexible, adaptive, and resilient within a changeable working environment.
- Moderate to high level proven ability in coordinating complex multi-stakeholder projects in time and stakeholder constrained environments.
- Moderate to high level ability to problem solve, assist grant-applicants with enquiries, and willingness to assist across the team when required.
- High level literacy and numeracy skills and demonstrated ability to complete work at a high standard (intermediate skills) in the Microsoft Office suite.
- Moderate to high level ability to work with high volumes of information whilst maintaining accuracy, thoroughness, and exceptional attention to detail, to planned deadlines without losing sight of the bigger picture.
- Moderate to high level proven interpersonal and communication skills, and as it relates to dealing with community members from remote, rural, and regional Australia.

EXPERIENCE AND KNOWLEDGE:

- A minimum of 3-5 years' experience in administering/coordinating grant programs and/or a not-for-profit organisation in an administrative role.
- Moderate level knowledge of Future Drought Fund investment and activity, and issues affecting remote, rural, and regional communities; including drought and other climatic impacts.
- Moderate to High level practical experience and knowledge working in remote, rural, or regional settings, ideally with place-based models of program delivery and co-design principles.

QUALIFICATION:

Degree or equivalent in social sciences, humanities, ag-science or community development preferred or the equivalent demonstrated experience in one or more of these areas.

Desirable or areas you will develop experience in with FRRR:

- An awareness of place-based models of program delivery, community development and/or co-design principles,
- Non-profit sector experience, at a grassroots level in a rural setting
- Understanding of drought, the disaster cycle, and principles of resilience.
- Applicant is based in remote, rural, and regional Australia.