

POSITION DESCRIPTION

| | | | |
|------------------------|---|--------------------|--|
| TITLE: | IRCF Program Officer | STATUS: | 0.8FTE Fixed term contract to 30.9.2025 with the possibility of extension |
| LOCATION: | FRRR Head Office in Bendigo / hybrid & remote work negotiable | REPORTS TO: | Program Manager, IRCF Victoria |
| DIRECT REPORTS: | Nil | LEVEL: | Program Officer SCHADS Award, Level 3, Pay Point 1 |

ABOUT FRRR

FRRR is a national charitable foundation focused 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 rural, regional, and remote (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 rural, regional, and remote 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.

ROLE PURPOSE AND RESPONSIBILITIES

FRRR has a strong reputation as a leader in supporting small not-for-profit (NFP) organisations across remote, rural and regional Australia through a mix of grant funding, capacity building and community led philanthropic practice.

The IRCF Program Officer role will provide exceptional administrative and communications support to the Investing in Rural Community Futures (IRCF) team including Program Managers and Portfolio Lead supporting the implementation of the program in Victorian and NSW communities.

Investing in Rural Community Futures (IRCF): is a grassroots place-based program aimed at building and supporting the capacity of NFP's in remote, rural and regional Australia. Over the past five years, the program has been successfully

POSITION DESCRIPTION

implemented in eight NSW communities and is now poised to launch in three Victorian communities. This is following a collaborative funder commitment of \$5million over five years to deliver the program.

IRCF works alongside local NFP organisations to strengthen their capacity and ultimately enable them to thrive, which in turn will have a positive impact on community well-being. The IRCF program provides support for partner communities over five years, including but not limited to: planning and facilitation support; skill development; knowledge and experience sharing; and resources including access to grant funding.

Position Description:

The Program Officer will provide essential support for the effective implementation of the IRCF Victoria program launch and ongoing activities, as well as support to NSW partner communities. The role will work closely with Program Managers, Portfolio Lead and Grants Officer team to provide effective administration and logistics support including: assisting with data analysis and community research; being a first point of contact for IRCF community enquiries and grant support, follow up and correspondence; record keeping for the team ensuring strong data and information integrity; and invoice processing.

The Program Officer role will also support the development of communications materials and assist the team with event planning and workshop venue co-ordination, as well as logistics support such a travel and accommodation bookings. Noting the multi-year nature of the IRCF program, the responsibilities of this role will develop alongside each program.

Key tasks and responsibilities include:

- **General enquiries** - Be the first point of contact to triage enquiries related to IRCF program activities;
- **Community research** – Support desktop data analysis to inform IRCF community selection and ongoing evaluation;
- **Grant applicant and assessment support** – Liaise with the Grant Officer team at FRRR to ensure the grant assessment process runs smoothly, monitoring IRCF grants in progress, contributing to grant/project reports and acquittals, and correspondence with grant recipients;
- **Event & logistics support** – assist the team with event and workshops planning across the IRCF communities, including logistics assistance with flight, hotel and venue research and bookings;
- **Budget tracking & invoice processing** - Provide data entry and tracking for the IRCF program budgets, including processing finance invoices, reconciling monthly reporting and reconciling credit card and expense reports;
- **Data organisation** – Regular data maintenance of the grants management database and Sharepoint filing system, suggesting improvements as needed;
- **Secretariat** – Provide Secretariat support and task tracking for internal meetings, and external meetings as required;
- **Reporting** - Data collation for reporting, program evaluations, and supporting the Program Managers in the development of case studies and storytelling that highlights successful projects;
- **Communications/marketing** – Support the team to develop, review and track communications materials for the IRCF and FRRR platforms such as the website, socials posts and flyers for community workshops.

FRRR's success depends on strong teamwork and streamlined business processes that enhance operational efficiency. A key responsibility of the Program Officer will be to work in collaboration with others to support FRRR's success in delivering its mission, helping to coordinate and sustain efficient processes and identify process improvement.

The role is suited to someone with a keen eye for detail, flair for administrative systems and processes, information management, and an interest in effective storytelling to improve opportunities in remote, rural, and regional Australia; and is keen to develop a knowledge of the FRRR's programs and services.

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

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

- Accurate program administration and communications support
- Grant program administration and assessment support
- Stakeholder engagement: particularly community members and grant applicants
- Teamwork: contribute to a positive, healthy, proactive and multi-skilled team environment

The role will be well-suited to a person with the ability to work independently and efficiently, with strong organisational abilities and outstanding administration and communication skills. The Program Officer will be able to provide a high level of attention to detail, information processing and analysis, stakeholder engagement, and will thrive in a busy multi-program environment.

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

POSITION DESCRIPTION

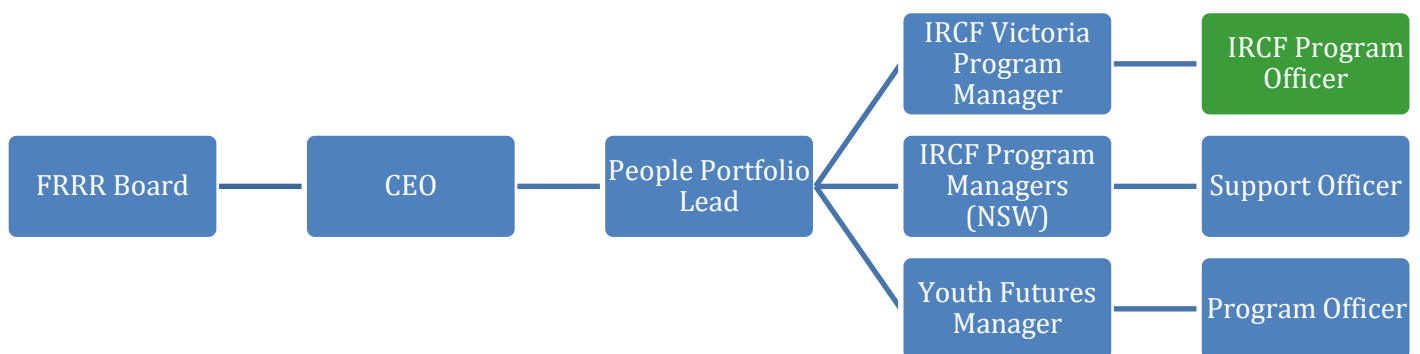
Essential (Key Selection Criteria):

- Experience in providing quality day-to-day administrative support and working with high volumes of information whilst maintaining attention to detail;
- Ability to build rapport, be approachable and to convey sometimes complex information in a logical way;
- Minimum intermediate skills in the Microsoft Office suite, particularly Excel and Word;
- Excellent written communications skills and knowledge of communications and marketing approaches;
- Excellent problem-solving skills and the ability to prioritise work to meet deadlines;
- Demonstrated ability to work with self-direction and initiative, accuracy, discretion, and confidentiality.

Desirable and/or willing to upskill (training will be provided):

- Understanding of the issues experienced by those living in rural, regional and remote communities;
- Experience in community-led initiatives and programs;
- Understanding of cultural capability and communicating with First Nations/Aboriginal organisations and individuals;
- Work or volunteer experience that involves grants administration;
- Experience working with customer relationship management databases;
- Knowledge of and demonstrated skill in event planning and basic project management;
- A current driver's license and ability to travel.

WORKING RELATIONSHIPS



This role will report to the IRCF Victoria Program Manager and will work as part of a collaborative team including other IRCF Program Managers, People Portfolio Lead, Youth Futures Manager, IRCF Community Facilitators and the broader FRRR team.

The role will also liaise with community organisations and NFP's, the granting, finance and IT teams at FRRR, communications consultant, and from time-to-time with external contractors.