

POSITION DESCRIPTION

TITLE:	Manager Disaster Resilience & Recovery	STATUS:	1 x FTE (0.8 may be considered) SCHADS Level 5.1
LOCATION:	Bendigo / Remote	REPORTS TO:	Disaster Resilience & Recovery Lead
DIRECT REPORTS:	Nil.	LEVEL:	Program Manager SCHADS 5.1
		PROGRAM:	Various

FRRR'S PURPOSE AND CULTURE

The Foundation for Rural and Regional renewal (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.

WHAT YOU WILL ACHIEVE & DRIVE

FRRR is a leading voice for and enabler of community-led disaster resilience, having delivered grants and capacity building initiatives with rural, regional, and remote communities in their recovery from and preparedness for natural disasters for over 20 years. Our strategy is focussed on growing and deepening investment, through FRRR and more widely, in community level disaster resilience that recognises, values, and catalyses the role of local non-profits, community leaders, and local built and social assets.

The Manager, Disaster Recovery & Resilience plays a leading role in the coordinated management of FRRR's disaster resilience and recovery granting, outcomes reporting, and sector engagement. As an important internal connector, this role supports cross portfolio collaboration where it relates to Disaster Resilience & Recovery to ensure a 'joined up' effort across all FRRR programs that aim to support and strengthen the capacity and capability of remote, rural & regional communities to thrive and be resilient to the impacts of climate, disasters, and other disruptions.

Key duties include:

POSITION DESCRIPTION

- Budget management and monitoring of grant acquittals across the disaster resilience & recovery programs
- Developing case studies, data analysis and presentations that amplify the impact of FRRR's various disaster resilience & recovery initiatives
- Embedding best practice disaster philanthropy and community-led disaster resilience & recovery principles into the design and delivery of relevant FRRR programs and initiatives as they arise
- Advance cross portfolio collaboration in Disaster Resilience and Recovery by facilitating and improving collaboration, communication and line of sight across relevant FRRR programs and projects
- Ensuring that FRRR remains abreast of Disaster Resilience & Recovery sector practices, trends, and areas FRRR can contribute
- Representing FRRR in external collaborations, engagement opportunities, and research projects.

On a day-to-day basis, the role is responsible for the oversight of and/or is the practice lead for:

- The Disaster Recovery and Resilience Fund
- The wind down and reporting of outcomes from the Victorian Bushfire Appeal Fund
- Suncorp Rebuilding Futures Build Back Better Initiative
- The internal Disaster Resilience and Recovery Community of Practice.

The role also provides a 'linking and best practice guidance role' for all disaster related programs such as Strengthening Rural Communities 'Prepare & Recover' grants, Disaster Resilient Future Ready, and others as they arise.

THE TEAM AROUND YOU

Reporting to the Disaster Resilience & Recovery Lead, this role works within a team that delivers a range of grant and place-based programs and collaborates with others across FRRR where they intersect with disaster resilience and recovery.

Internal

- Disaster Resilient: Future Ready Program Manager
- Future Drought Fund Team
- Partnerships Team
- Place Portfolio Team
- Climate Solutions Portfolio Team
- Insights & Impact Measurement Manager
- Other internal FRRR staff where relevant.

External Contractors

- Evaluation Contractors
- Program Delivery Contractors
- Communications Contractor
- Casual program staff where required.

External Stakeholders

- Various partners and stakeholders in the disaster resilience & recovery field.

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

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

1. Portfolio Operations – development, delivery, evaluation and outcomes reporting.
2. Internal and external Stakeholder Relationship Management
3. Financials – Funding, Budget and Grants Management
4. Profile and Reputation Management
5. Teamwork and contributing to organisational culture.

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

Essential (Key Selection Criteria):

- Demonstrated capacity to develop stakeholder relationships, negotiate, and work constructively with funding bodies, government, and other stakeholders, and represent the organisation to a variety of stakeholders.
- Demonstrated experience in community-led disaster resilience initiatives and or experience in environments seeking to translate disaster resilience policy into practice.

POSITION DESCRIPTION

- Proven track record in delivering multi-stakeholder projects in time and stakeholder constrained environments, ideally related to disaster preparedness.
- Contemporary knowledge of NFP capacity building, and a practical understanding about place-based models of program delivery, co-design principles, and how communities can adapt and evolve to build their own capacity to sustain and thrive.
- Advanced literacy and numeracy skills and accuracy
- Advanced communication skills including written, verbal and presentation skills.
- Strong interpersonal skills, particularly as it relates to engaging with community members and organisations from rural regional, and remote Australia.
- A natural team player who thrives in collaborative, mission-driven, and outcomes-focussed environment.
- A flexible and adaptive style that enjoys moving between different initiatives and paces of work.
- A willingness to undertake travel within regional Australia and hold a current driver's license.

Desirable or areas you will develop experience in with FRRR:

- 1) Experience working cross-culturally, especially with First Nations communities.
- 2) Degree or equivalent in social sciences, humanities, or community development.
- 3) Up-to-date understanding of the philanthropic sector and the giving landscape both in Australia and overseas and or Grant making experience.
- 4) Non-profit sector or volunteer experience, at a grassroots level in a rural setting.