

# POSITION DESCRIPTION

<b>TITLE:</b>	<b>Grants Programs Manager (QLD/NT/WA)</b>	<b>STATUS:</b>	0.9 FTE (3 year contract)
<b>LOCATION:</b>	Queensland, preferably regional	<b>REPORTS TO:</b>	Place Portfolio Lead
<b>DIRECT REPORTS:</b>	Nil	<b>LEVEL:</b>	Manager

## ABOUT FRRR

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 \$135m to over 12,000 projects across Australia to date.

Our strategy is focussed on improving outcomes in the areas of **PEOPLE, PLACE, & DISASTER RESILIENCE AND 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 & 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 & 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 & 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.

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

The Grants Programs Manager (QLD/NT/WA) is responsible for leading and managing grant programs that are offered in Queensland, Northern Territory and Western Australia and building FRRR's reach and impact across a range of social, economic, environmental outcomes in remote, rural, and regional Queensland, Northern Territory and Western Australia.

Working closely with the Place Portfolio Lead and other Grants Programs Managers, the Grants Programs Manager (QLD/NT/WA) will:

- Lead and manage the Queensland, Northern Territory and Western Australia component of the Strengthening Rural Communities grants program incorporating the Small & Vital, Larger leverage, and Disaster Recovery streams. This includes development of the grants application pipeline, oversight of the grants budget for Queensland, Northern Territory and Western Australia, reporting to donors on grants outcomes; development of new donor partnerships and opportunities to meet needs and priorities, as they pertain to Queensland, Northern Territory and Western Australia;
- Support retention and development of funding and donor partnerships to grow support to Queensland, Northern Territory and Western Australia communities;

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- Undertake research, development and evaluation in relation to grant-making opportunities, grants outcomes, and emerging trends;
- Build and sustain state-wide, regional, and local relationships and networks within communities, regional development sectors, and issues-focussed networks that align with FRRR’s strategic priorities, to support effective knowledge management and organisational reach, representing FRRR to the highest standards;
- Develop and deliver the Queensland, Northern Territory and Western Australia community engagement and outreach program in collaboration with other FRRR staff delivering programs and initiatives in Queensland, Northern Territory and Western Australia;
- Contribute to the continuous improvement of the organisation including granting procedures;
- Contribute to the development and implementation of quality assurance and benchmarking for FRRR’s grant-making practice and evaluation;
- Work as part of a collaborative team of State Grants Programs Managers to deliver on FRRR’s strategic and operating plans;
- Contribute to cross-portfolio coordination and knowledge and practice development;
- Champion remote, rural, and regional Queensland, Northern Territory and Western Australia communities in their efforts to strengthen the vitality of rural, regional and remote communities;
- Promote, reflect, and champion FRRR’s values and ethics at all times.

FRRR’s success depends on strong relationships with grant applicants, industry stakeholders and with donors. A key responsibility of the Grants Programs Manager will be to effectively manage and sustain those relationships, as well as develop new partnerships. This may require the Grants Programs Manager to represent the organisation publicly, from time to time.

As a senior role in the organisation, the Grants Programs Manager must also support the Portfolio Leads and CEO in generally executing on the Foundation’s mission. This will include taking all opportunities to understand the needs and opportunities in rural, regional and remote Australia to inform our programs and services, ensure effectiveness, deliver programs that are innovative and relevant, which meet identified needs and will achieve positive impact. In addition, it will mean undertaking fundraising activities, including supporting grant applications, identifying new partners, and negotiating partnership renewals.

## WORKING RELATIONSHIPS

The Grants Programs Manager (QLD/NT/WA) works as part of a team of State Grants Programs Managers and has active working relationships across the whole team. The role also has a close working relationship with the Philanthropic Services Managers who deliver Giving Sub Fund programs, some of which are specific to Queensland, Northern Territory and Western Australia, along with the natural disaster resilience and recovery team. A new WA Lead position being established in 2022 will create opportunities to work closely together to build FRRR’s profile and granting footprint in WA. This relationship is a collaborative and cooperative one that should ensure cross-portfolio awareness.

The direct and most central daily relationships are illustrated here.



The NSW/QLD Grants Officer reports to this role, and there is a shared Grants Officer who supports the grants team in the Place Portfolio.

## Delegation Levels

### Grants Operations

- Recommend grants for consideration by Committee
- Sign off on grant case studies
- Prepare and publish grants templates
- Develop and deliver staff training

## KEY RESULT AREAS

The performance of the **Grants Programs Manager (QLD/NT/WA)** will be assessed around the following key result areas.

- Grant Program Operations
- Stakeholder Relationship Management
- Financials – Funding and Budget Management
- Program Research, Development and Evaluation
- Profile and Reputation Management
- Teamwork

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

### Essential (Key Selection Criteria):

- Evidence of highly developed interpersonal, communication, negotiation and consultative skills.
- Strong project management experience with a solid track record in delivering programs on budget and on-time with high levels of stakeholder satisfaction.
- Understanding of best practice grant making and /or has held a management role within philanthropy.
- At least 3-5 years' experience in designing, managing, developing, implementing and evaluating community development projects and programs.
- Advanced literacy and numeracy skills, advanced proficiency in the English language (both written and oral), and the ability to produce high quality executive reports.
- Operate well and thrive in a fast-paced environment.
- Excellent administrative and organisational skills; the ability to effectively multi-task.
- Demonstrated capacity to develop relationships, negotiate, and work constructively with funding bodies and other stakeholders, and represent the organisation to a variety of stakeholders.
- Ability to work autonomously and with initiative, demonstrating strong attention to detail, discretion and confidentiality.
- Demonstrated experience working in or with rural, regional and remote communities and understanding of remote, rural and regional issues.
- Ability to think strategically and also effectively manage the detail.
- Proven ability to manage complex competing priorities and meet timelines.
- Ability to develop, refine and follow processes.
- Intermediate skills in the Microsoft Office suite.
- A current driver's license and the ability to travel as required.
- Degree or equivalent in Social Sciences, Community Development.

### Desirable:

- Degree in Social Sciences (or equivalent) OR a Diploma in Community Development (or equivalent) and 5 years relevant experience.
- Up-to-date understanding of the philanthropic sector and the giving landscape both in Australia and overseas.

## FRRR VALUES

### **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.*