

POSITION DESCRIPTION

TITLE:	Youth Futures Program Officer	STATUS:	Flexible from 0.6FTE Fixed term contract to June 2026
LOCATION:	Bendigo or Hybrid/Remote	REPORTS TO:	Youth Futures Program Manager
DIRECT REPORTS:	Nil	LEVEL:	Program Officer SCHADS 3.1

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 \$177m to over 14,000 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 (RRR) - and a more equitable and prosperous Australia as a whole.

FRRR's principles of engagement are guided by an understanding that 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.

- **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.

ABOUT THE ROLE

FRRR has a strong reputation as a leader in supporting small not-for-profit organisations across rural Australia through a mix of grant funding, capacity building and community led philanthropic practice. This experience within rural and regional communities has provided FRRR with a solid grounding and level of maturity across our grant making approaches.

Our renewed strategy highlights the importance of investing in youth as the future leaders, volunteers and changemakers for regional, remote in and rural Australia. We are enacting this strategy through our Youth Futures initiatives delivered in partnership with donors and delivery partners. The purpose of this newly created role is to support the Youth Futures Program Manager (YFPM) to facilitate and administer the delivery of the following programs:

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The [Backing the Future \(BTF\)](#) grant program in collaboration with our partner, the Vincent Fairfax Family Foundation (VFFF) recognises that rural and regional communities have the knowledge and drive to create a better future for young people – however it can be difficult to find funding for early-stage work. VFFF is a thriving family foundation focused on *Backing Young People*.

Backing the Future provides one-off, \$50,000 grants to support individuals to develop, test and accelerate projects in QLD and NSW that support young people aged 12-30 to: access Decent Work, Care for the Environment, Contribute to Society, or Explore Christian Faith and Values.

The **FRRR ABC Heywire Youth Innovation Grants** program, an annual grant round that provides grants of up to \$10,000 for communities to adopt or adapt the ideas generated by the Heywire participants at the Canberra Youth Summit. The grant program is open to community NFPs in regional, remote and regional Australia.

And the **FRRR ABC Takeover Youth Catalyst Grants**, a twice-yearly place based small grants program, delivered with the ABC. The program provides small grants of up to \$6,000 for community NFPs to work in collaboration with local youth in years 9/10 to act on issues that matter to them. The Takeover program is held in a different location for each event and requires attendance at the event.

ROLE RESPONSIBILITIES

The primary focus of this role will be the delivery of the Backing the Future program, with 0.6FTE of the role dedicated to this program. Depending on the successful applicants desired hours of work, the additional FTE will be allocated across Heywire and Takeover.

Across these various programs the key responsibilities for the Youth Futures Programs Officer (YFPO) role are:

Granting Administration

- Be a point of contact for public grant enquiries related to FRRR Youth Futures Grant Programs;
- In collaboration with YFPM and Communications team, prepare collateral to advertise grant rounds and funding outcomes;
- Support the YFPM to complete grant assessments and prepare meeting papers for grant committees;
- Provide support for data collation, reporting, program development and evaluation;
- Complete appropriate validation and background checks of grant applicants;
- Monitor funded projects and process grantee's final reports.

Community Engagement and Capacity Building

- In collaboration with YFPM and the VFFF team, plan and deliver community outreach and engagement activities within NSW and QLD for Backing the Future;
- Support the YFPM to deliver capacity building activities for grantees;
- In collaboration YFPM and the ABC team, plan and deliver community outreach and engagement activities for Takeover locations;
- Develop case studies of projects funded.

Maintaining donor, partner and FRRR relationships.

- Support the YFPM to provide reports to donors and partners on the status of programs and reporting on donation impact.
- Proactively work as part of the FRRR team, contributing to continuous improvement, practice development, and role-modelling organisation values.
- As part of the People Portfolio, the YFPO may also assist in other People Portfolio assessment and administration as well as providing other ad-hoc support within the portfolio as directed by the YFPM or People Portfolio Lead.

ABOUT THE TEAM AROUND YOU

This role reports directly to the Youth Futures Program Manager and sits within the People Portfolio.

The role works as part of a collaborative team environment and will work regularly with Grants Officers, Program Officers, communications consultant, Program Assessment Committees, community organisations and non-profits along with other external stakeholders, and from time-to-time external contractors.

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The role will work closely with young people engaged in our youth programs, along with our delivery partners and stakeholders including VFFF, ABC and program donors.

WHAT YOU WILL BRING TO THE ROLE

Key to success for the Youth Futures Program Officer role will be excellence in the following areas:

- Stakeholder relationship management, specifically grant-seekers and program partners
- Grant program administration and reporting
- Teamwork – contribute to a positive, healthy, proactive and multi-skilled team environment.

Key activities, targets and performance measures will be set annually and inform an integrated work plan.

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

Essential (Key Selection Criteria):

- Ability to build and maintain relationships with a wide variety of internal and/or external stakeholders.
- Excellent time management skills and the ability to confidently meet agreed timelines and competing deadlines in a fast-paced environment.
- Strong literacy and numeracy skills and accuracy, advanced proficiency in the English language (both written and oral).
- Demonstrated ability to work with self-direction and initiative, demonstrating strong attention to detail, accuracy, and discretion.
- Demonstrated computer literacy skills, including experience with the Microsoft Office suite.

Desirable:

- Experience or understanding of community NFP organisations, and their operating environment, gained either as an employee or volunteer.
- Demonstrated understanding of a current issue facing regional, rural and remote youth, and an understanding of the work being done to address it.

WHAT'S IN IT FOR YOU

- Environment of growth and innovation
- Highly skilled and committed executive group and team
- Reputable organisation making real impact in remote, rural, and regional communities
- High calibre Board
- Access to EAP
- Flexible work arrangements
- Ongoing professional growth
- Opportunity for outreach travel across Australia, in particular NSW and QLD.