

# POSITION DESCRIPTION

<b>TITLE:</b>	Coordinator Community Engagement	<b>STATUS:</b>	FT (2-year contract)
<b>LOCATION:</b>	Bendigo / Remote	<b>REPORTS TO:</b>	Senior Program Manager: FDF's HRCPD
<b>DIRECT REPORTS:</b>	0	<b>LEVEL:</b>	Coordinator
		<b>PROGRAM:</b>	Future Drought Fund's Helping Regional Communities Prepare for Drought (FDF's HRCPD)

## 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 \$135m to over 12,000 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

This new role will support the community engagement, granting and administrative delivery of the Future Drought Fund's Helping Regional Communities Prepare for Drought program, between July 2022 and end June 2024. (2-year contract)

Reporting to the Senior 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 collaborates closely with community based non-profit organisations across Australia to assist in the consultation, planning and delivery of drought preparedness activities.

Notionally working in state-based clusters of Community Impact Grant recipients, the primary remit of the role will be to broker connections, build relationships, facilitate opportunities, and increase awareness with aligned Future Fund Drought Fund investment to extend the reach, maximise investment, and leverage connections for the benefit of local communities.

From time to time you may also 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.

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## Program Context:

The Department of Agriculture, Fisheries and Forestry (DAFF) is investing \$29.6 million over two 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 national small grants program, with two planned rounds of grants up to \$20,000.
- 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.
- 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

1. Lead Disaster Recovery and Resilience
2. Senior Program Manager
3. Grants and Administration Coordinator
4. Evaluation and Reporting Coordinator
5. Peer Community Engagement Coordinator
6. Grants and Program Support Officer (reports to Grants Coordinator)

### 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 – Program Coordinator

- Speak on behalf of the organisation within a planned and approved context.
- 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 Coordinator Community Engagement will be assessed around the following key result areas.

1. Community Engagement
2. Grant Program Operations
3. Teamwork - contribute to a positive, healthy, proactive, and multi-skilled team environment
4. Stakeholder liaison
5. Profile and reputation management

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

### Essential (Key Selection Criteria):

1. Evidence of highly developed interpersonal, communication, collaboration, negotiation, and consultative skills, including proficiency in literacy and numeracy.
2. Experience working with remote, rural, and regional communities in a community development and/or drought preparedness and recovery role.

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3. Existing knowledge of Future Drought Fund investment and activity, and issues affecting remote, rural, and regional communities; including drought and other climatic impacts.
4. Proven track record working within multi-stakeholder or inter-organisational projects, in time constrained environments.
5. Ability to work autonomously within an agreed approach, in a fast-paced environment with competing priorities demonstrating strong attention to administrative detail, discretion, and confidentiality.
6. Conceptual understanding and practical experience in place-based models of delivery and co-design principles,
7. A natural team player who thrives in collaborative, mission-driven, and outcomes-focussed environments
8. Degree or equivalent in social sciences, humanities, ag-science, community development.
9. Ability to undertake interstate travel where required.

**Desirable or areas you will develop experience in with FRRR:**

1. Grant program administration, and/or philanthropic sector experience
2. Non-profit sector experience, at a grassroots level in a rural setting
3. Understanding of the Disaster Cycle and principles of resilience.