

## POSITION DESCRIPTION

<b>TITLE:</b>	Grants Support Officer	<b>STATUS:</b>	Full time (2 year / 4 month)
<b>LOCATION:</b>	FRRR Head Office 66 Garsed Street, Bendigo, or remote	<b>REPORTS TO:</b>	Coordinator Granting and Administration
<b>DIRECT REPORTS:</b>	None	<b>LEVEL:</b>	Officer
	Position may be a job share or blended role delivery within existing FRRR commitments via negotiation	<b>PROGRAM:</b>	Future Drought Fund's Helping Regional Communities Prepare for Drought (FDF's HRCPD)

### FRRR'S PURPOSE AND CULTURE

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 granting and administrative delivery of the Future Drought Fund's Helping Regional Communities Prepare for Drought program, between July 2022 and October 2024.

Reporting to the Coordinator Granting and Administration of the Future Drought Fund's Helping Regional Communities Prepare for Drought program, the role will be part of a collaborative and agile team that works closely with community based non-profit organisations across Australia to assist in the delivery of drought preparedness activities through Community Impact and Small Network Grants, and other program deliverables.

## POSITION DESCRIPTION

Working alongside the Senior Program Manager, Coordinator Granting and Administration, Coordinators Community Engagement, and other program staff, the primary remit of the role will be to support the administration of granting mechanisms associated with the delivery of financial support to thirty-five regions via Community Impact Grants, in addition to the delivery of two rounds of Small Network Grants. Where required the position will also assist all program staff with general program administration such as outreach.

### 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 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.
- A national small grants program of 60 grants up to \$20,000 per grant, delivered over two rounds.
- 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. Granting and Administration Coordinator
4. Evaluation and Reporting Coordinator
5. Community Engagement Coordinators x 2

#### External Contractors (to a lesser extent)

- Expertise Pool Contractor
- Impact Evaluation Contractor
- Communications Contractor

#### Primary External Stakeholders

- Australian Rural Leadership Foundation

The Delegation Level of the role is – Grants Officer

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

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

1. Grant program Operations,
2. Teamwork - contribute to a positive, healthy, proactive, and multi-skilled team environment, and
3. Stakeholder liaison.

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

#### Essential (Key Selection Criteria):

1. Minimum of 1-2 years relevant experience in an administrative role with a not-for-profit, or grantmaking organisation.
2. Excellent literacy and numeracy skills and demonstrated ability to complete work at a high standard (intermediate skills in the Microsoft Office suite) ability to complete work at a high standard.
3. Demonstrated ability to work with high volumes of processing functions and information whilst maintaining accuracy, thoroughness, and exceptional attention to detail.



## POSITION DESCRIPTION

4. Demonstrated experience working with customer relationship management databases.
5. Excellent time management skills.
6. Ability to problem solve, assist grant-applicants with enquiries, and willingness to help across the organisation when required.
7. Well-developed interpersonal and communication skills, and the ability to work in an agile way with a strong customer service attitude.
8. A natural team player who thrives in collaborative, mission-driven, and outcomes-focussed environments

**Desirable:**

1. An awareness of place-based models of program delivery, community development and/or co-design principles.
2. Knowledge of Future Drought Fund investment and activity, and issues affecting remote, rural, and regional communities; including drought and other climatic impacts.