



## Position Description: Shoalhaven IRCF Community Facilitator

Title	Status	Reports to	Location
<b>IRCF Facilitator – Shoalhaven and Nowra</b>	6-month independent contractor position with the possibility of extension	IRCF Program Manager- South Coast	Bay and Basin and Nowra

## About FRRR

The Foundation for Rural & Regional Renewal - FRRR - (phonetically: F-triple-R) - is the only national foundation specifically focused on ensuring the social and economic strength of remote, rural and regional communities.

FRRR's unique model connects common purposes and investment with locally prioritised needs, to create communities that are vital and resilient. Since FRRR's start in 2000, it has delivered nearly \$115 million to more than 11,000 projects.

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 take appropriate measures to allow work to be done in a manner which 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 IRCF Program

Investing in Rural Community Futures is a grassroots program initiated in 2019 aimed at building and supporting the capacity of not-for-profits in rural communities. By working locally over five years, it aims to strengthen local not-for-profit (NFP) organisations and ultimately enable them to thrive, which in turn will have a positive impact on community well-being by providing and brokering investment in organisation strategy, efficiencies, systems, and people.

The program works in partnership with National Emergency Response Agency, The Snow Foundation and Bendigo Bank Community Enterprise Foundation. Black Summer Bushfire funding was awarded to expand the participation of Nowra, Bay & Basin and Ulladulla communities in the program. All IRCF communities receive multi-year investment and



support through to 2024, including but not limited to: access to grant funding; planning and facilitation support; skill development; knowledge and experience sharing; and resources.

## Purpose & Responsibilities

We are looking for a dynamic community networker to foster relationships and build partnerships in the Shoalhaven community. These relationships are across the diversity of the NFP sector, locally governed organisations and First Nations leaders. In this role, you will have a can-do attitude, be attuned to community needs, have a deep understanding of capacity and capability building in a regional setting and a drive to succeed.

This role ideally is .4FTE per week (2 days) and will work from home and in the Bay & Basin community on the successful delivery of the Investing in Rural Community Futures program. Initially this role is a 6-month contract with the opportunity to extend after a review at the end of that period to 2024.

The person would need to have their own business and ABN and demonstrate appropriate insurance protection and reliable transport. This is a newly created contractor position that will be accountable to the IRCF Program Manager South Coast. This role will have carriage of the following areas of work in the Shoalhaven;

1. The delivery of the Community Roadmap in Bay and Basin, including coordinating the annual review of the Community Roadmap in conjunction with the Program Manager, Nowra and Ulladulla community facilitators.
2. Work with locally governed NFPs to develop, seek funding for and deliver projects aligned to the IRCF priority areas and reflected in the Community Roadmap to ensure a high level of awareness and accountability of the grants program.
3. Support the community to access additional resources as required by leveraging good relationships with local Council, relevant NGO's, funding opportunities and partnerships with each other.
4. Support the logistics of the Monitoring and Evaluation framework and capture of community data
5. Provide a trusted and reliable conduit between the community and FRRR
6. Support regular meetings of locally governed NFPs to foster collaboration, resource sharing and learning opportunities to build capacity of the sector.
7. Liaise with the FRRR IRCF team to help foster an understanding of ongoing and emerging needs, issues and opportunities within the community related to the program goals.
8. Assist with the content creation and support work on the IRCF website.



## Key Result Areas

The performance of the IRCF Community Facilitator will be assessed around these key result areas:

1. Stakeholder Relationship Engagement, inclusion and diversity
2. Program operation – development and delivery
3. Evaluation and continuous improvement of the program
4. Profile and Reputation Management
5. Teamwork & contributing to IRCF team culture

## Working Relationships

This role reports directly to the IRCF South Coast Program Manager.

You will be required to work to support the diversity of locally governed NFPs active in the Shoalhaven Community.

The role may also involve working with FRRR's funding partners, delivery partners, JAWS Communications and evaluation partner Matrix on Board.

## Qualifications and Skills Required

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

1. Experience working in or with not-for-profit organisations at a grassroots level, ideally in a capacity building or grants delivery role,
2. Practical experience with recognised participatory planning and codesign practices,
3. A demonstrated understanding of local issues and ability to problem solve and move with a community to deliver an outcome,
4. Strong interpersonal skills and demonstrated capacity to develop relationships, build trust and confidence, negotiate, and work constructively with a diverse spectrum of stakeholders including rural community leaders, non-profit organisations, governments, and philanthropists,
5. Recent experience working with Indigenous communities/entities so that you can demonstrate cultural capability and support conditions for culturally safe collaboration with Aboriginal organisations and communities,



6. Ability to work autonomously and with initiative, demonstrating strong attention to detail, discretion, confidentiality and awareness of, and ability to manage transparently any conflicts of interest,
7. Excellent administrative and organisational skills, with the ability to produce high-quality executive reports,
8. A current driver's license and the ability to travel as required,
9. A current national police check,
10. A current vaccine certificate for COVID-19 (or a valid medical exemption),
11. Current Shoalhaven resident,
12. First Nations providers are encouraged to apply.