

Position Description

TITLE:	Program Manager, Investing in Rural Community Futures	STATUS:	Part Time 0.8 FTE, Five (5) year contract
LOCATION:	Regional NSW, Location Neg.	REPORTS TO:	Chief Executive Officer

ABOUT FRRR

FRRR is a charitable foundation, built on partnerships between philanthropy, community, government and business. We create innovative funding mechanisms to help communities to respond positively to change and build social and economic wealth in rural and regional Australia.

Our mission is: To champion the economic and social strength of Australia's regional, rural and remote communities through partnerships with the private sector, philanthropy and governments.

We achieve this by:

1. Grant-making: Providing grants to not-for-profit community organisations
2. Enabling: Building capacity by supporting the development of regional community foundations, and sharing expertise in grant-making and grant-seeking through training programs. We also help non-DGR NFPs to fundraise, by receiving funds on their behalf for an agreed purpose; and
3. Influencing: Sharing our insights into rural, regional and remote communities and advocating for them as appropriate.

Our core values centre around collaboration and constant improvement. We aim to support community groups and empower them by sharing our expertise, and the experience of others.

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 well-being 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.

PURPOSE AND RESPONSIBILITIES

FRRR has a unique and important role in the philanthropic sector, as the only organisation dedicated to building the social capital and economic resilience of rural, regional, remote communities via its special Item 1 DGR listing in the Tax Act. FRRR offers a wide range of grant programs - general community strengthening grants, targeted issues or place focussed grants, and strategic and step change grants programs.

This is a newly created role which will be accountable for the development, management, and evaluation of the new Investing in Rural Community Futures program; a five year partnership program between FRRR and the Vincent Fairfax Family Foundation which sits within the strategic and step-change area of FRRR's grant-making portfolio.

The Investing in Rural Community Futures program is focussed on strengthening the capacity, capability, and resilience of grassroots non-profit organisations in rural, regional and remote New South Wales. The project recognises the fundamental role that these organisations play in building and sustaining the social and economic fabric of their communities. It responds to the challenges they experience in managing their own sustainability and viability, and subsequently the contribution they make to addressing local and regional challenges and opportunities.

Through this program, FRRR seeks to invest in building resilience and supporting revitalisation within approximately three rural NSW communities by offering access to grants, skills, knowledge, and resources to strengthen community networks and foster social capital through community-led initiatives. The program has three key stages:

1. Community partner site selection via mapping, community engagement tours and an EOI process
2. Grants and capability support to grassroots non-profit organisations in each partnering community site
3. Community capacity plans: sustainability beyond the program

Evaluation will be embedded in the program with an external evaluation partner to be selected by the end of the 2018 calendar year.

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The **key responsibilities** of the role are to:

- Develop, launch, manage, and continuously improve the Investing in Rural Community Futures program to an exemplary standard;
- Establish, nurture and steward effective and high trust grantee and partnering community relationships and networks in pursuit of the above;
- Actively stay abreast of regional development and non-profit organisation development issues, trends and opportunities of relevance to the program community sites, drawing on existing and building new networks and linkages to enhance strategic opportunities and program outcomes;
- Engage and deploy community facilitators to work with the program community sites on the capabilities and capacities identified as being required to progress and sustain priorities;
- Act as Secretariat to the Program Reference Group and provide plans, reports, program and grants analysis, and engagement opportunities for this group;
- Manage the program budget including grant funds, community facilitation costs, and operational costs;
- Work closely with the program evaluation partner to monitor and evaluate the grants and overall program outcomes, and with the FRRR Communications Consultant to appropriately disseminate insights and learnings; and
- Work with the CEO to attract further philanthropic partners to expand the program.

Key Result Areas

The performance of the Investing in Rural Community Futures Program Manager will be assessed around these key result areas:

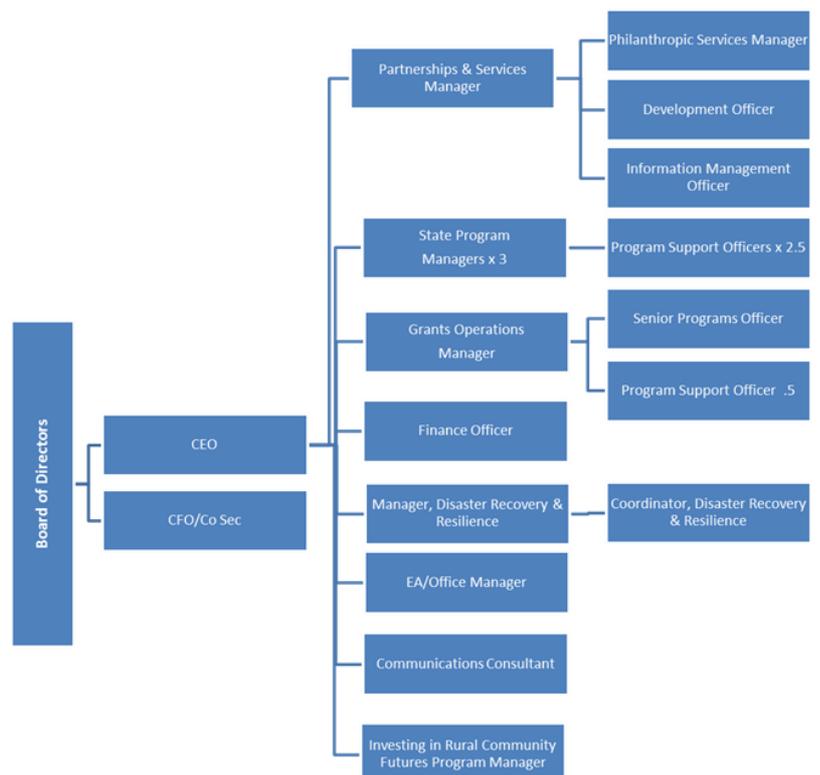
1. Stakeholder Relationship Management
2. Program operation – development and delivery
3. Financials – Grants and Budget Management
4. Evaluation and continuous improvement of the program
5. Profile and Reputation Management
6. Teamwork & contributing to organisational culture

Key activities, targets and performance measures will be set annually and reviewed half-yearly.

WORKING RELATIONSHIPS

This role **reports to the Chief Executive Officer**. However, it **works closely with the NSW/QLD Program Manager** on grant programs and operational issues, will work in close collaboration with the **Communications Consultant**, and will work closely **with the Administrative Support team**, providing and requesting input, advice and support as required.

On a day to day basis, the role will **liaise with key stakeholders**, including the program donor/s, industry colleagues, and stakeholders across the program community sites. From time to time, the Program Manager may need to **interact with the Board**. An organisation chart is included below, illustrating the location of the role within the broader team.



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QUALIFICATIONS AND SKILLS REQUIRED

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

Essential:

- 7-10 years' experience in designing, developing, implementing and evaluating community development projects and programs, preferably in a rural, regional or remote community setting.
- Experience working in or with non-profit organisations at a grassroots level, ideally in a capacity building or grants management role.
- A demonstrated understanding of regional issues and relevant regional networks in NSW.
- 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.
- A strategic mind-set coupled with an ability and willingness to manage the detail.
- Ability to work autonomously and with initiative, demonstrating strong attention to detail, discretion and confidentiality.
- Proven skill in managing complex competing priorities and meeting timelines, communications and reporting, and project budgets.
- Excellent administrative and organisational skills.
- Advanced literacy and numeracy skills, advanced proficiency in the English language (both written and oral), with the ability to produce high quality executive reports.
- Intermediate skills in the Microsoft Office suite.
- A current driver's license and the ability to travel as required.
- A current national police check.

Desirable:

- Tertiary qualification in Community Development, Philanthropy, or Humanities
- Experience delivering or evaluating place-based programs
- Experience in engaging and supervising contractors