

POSITION DESCRIPTION

TITLE:	Disaster Resilience & Recovery Grant Support Officer	STATUS:	0.8 to 1 FTE
LOCATION:	FRRR Head Office 66 Garsed Street, Bendigo or remote by negotiation	REPORTS TO:	Disaster Resilience and Recovery Lead
DIRECT REPORTS:	0	LEVEL:	Support Officer

ABOUT FRRR

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 \$115m to over 11,000 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.

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.

ROLE PURPOSE AND RESPONSIBILITIES

FRRR has a strong reputation as a leader in Natural Disaster Recovery grant-making 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.

The responsibilities for this support officer role are primarily to provide general administration and specialist grant assessment support to the Strengthening Communities Program (SRC) team for bushfire recovery focussed grants and the 2009 Victorian Bushfire Appeal programs (GR&W/GR&W Kinglake). The role will also provide ad-hoc support to other areas of the organisation delivering disaster recovery and resilience programs such as Giving Sub Funds, drought recovery and resilience programs, and the Disaster Resilient:Future Ready program, as directed by the Disaster Resilience & Recovery Lead.

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The Disaster Resilience and Recovery Grant Support Officer role will proactively support best practice grant making approaches and ensure FRRR's knowledge and experience within disaster recovery is fully capitalised across the organisation and for the benefit of rural and regional communities around Australia affected by natural disasters.

The key duties include:

- Proactively respond to and provide project development support to grant applicants;
- Coordinate grantee correspondence;
- Conduct due diligence and grant research, coordinate cross-program grant transfers as required, and support the preparation of grant committee papers;
- Prepare data for donor reporting, program evaluations, and development of grant case studies;
- Provide surge grant assessment support for other disaster recovery and resilience programs including drought recovery resilience programs and Giving Sub Funds;
- Assist with planning and delivery of community outreach and engagement activities in bushfire affected communities;
- Conduct program administration including filing, database/grants system records maintenance, preparation of funding agreements and project monitoring as and when required ;
- Play a proactive role supporting the Disaster Resilience and Recovery Lead in the ongoing evolution and refresh of FRRR's Disaster Recovery Framework ;
- Proactively work as part of the team, contributing to continuous improvement, practice development, and role-modelling organisation values.

WORKING RELATIONSHIPS

This role reports directly to the Disaster Recovery and Resilience Lead.

The role works as part of a collaborative team environment and will work regularly with State Programs Managers and Program Support Officers, communications consultant, program Committees, community organisations and non-profits along with other external stakeholders such as government agencies and NGO's, and from time-to-time external contractors.

KEY RESULT AREAS

The performance of the Disaster Resilience and Recovery Grant Support Officer will be assessed around the following key result areas.

- Grant Program administration and assessments
- Stakeholder engagement, specifically grant-seekers
- Issues and knowledge of best practice natural disaster recovery and resilience
- Teamwork - contribute to a positive, healthy, proactive and multi-skilled team environment

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

Essential (Key Selection Criteria):

- Demonstrated ability to provide high quality support in the day-to-day administration of grants or similar programs.
- Demonstrated skills in accuracy and attention to detail in high volume information and financial processing.
- Strong literacy and numeracy skills and accuracy, advanced proficiency in the English language (both written and oral), and the ability to produce high quality assessment of grant applications including due diligence, critique and audience-specific recommendations.
- Excellent time management skills and the ability to confidently manage and meet agreed timelines and competing deadlines.

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- Operate well in a fast-paced environment and perform consistently to a high standard under pressure.
- Demonstrated ability to work with self-direction and initiative, demonstrating strong attention to detail, discretion, and confidentiality.
- Intermediate skills in the Microsoft Office suite, particularly Excel and Word, and preferably CRM systems.
- Experience in or demonstrated understanding of community-led and longer-term natural disaster recovery and resilience and experience in working with communities recovering from natural disasters.
- Experience working in or with rural, regional and remote communities.
- A current driver's license and ability to travel.

Desirable:

- Minimum of 1-3 years of relevant experience.
- Experience in administering grant programs or working in a not-for-profit or community development organisation in an administrative or project coordination role.
- Diploma or equivalent in Community Development, Disaster Recovery or Human Services.

FRRR VALUES

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.