

POSITION DESCRIPTION

TITLE:	Future Drought Fund Grants Officer	STATUS:	Full Time (1-year contract with potential for extension dependent on funding)
LOCATION:	FRRR Head Office, 66 Garsed Street, Bendigo	REPORTS TO:	Future Drought Fund Program Manager
DIRECT REPORTS:	0	LEVEL:	Officer

ABOUT FRRR

FRRR is a national charitable foundation focussed 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, & DISASTER RESILIENCE AND 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 & 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 & 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 & 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

The Future Drought Fund (FDF) Grants Officer is responsible for supporting the effective administration of the recently established Future Drought Fund: Networks to Build Drought Resilience (FDF:NBDR) grant program that will be offered nationally to agricultural dependent communities across remote, rural, and regional Australia. The Networks Grant Program received funding from the Australian Government's Future Drought Fund.

The Future Drought Fund (FDF) aims to build drought resilience – helping farmers and regional communities become more prepared for, and resilient to, the impacts of drought. It is part of the Australian Government's commitment to deliver the support that Australian farmers and communities need to be sustainable and productive. The program will offer three tiers of grants to non-profit organisations totalling \$4.5 million over an 18-month period. The Grants Officer will play a critical role in ensuring the program is administered to an exceptional standard with a strong focus on high-volume information processing and customer service in this fast-paced delivery environment.

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The purpose of the program is to build community capacity by strengthening social and community networking, support, engagement, and wellbeing. These actions will build an enduring resilience to the impacts of climate change, including drought, and enhance the public good in agriculture-dependent communities.

Specifically, FRRR are seeking to achieve program outcomes such as:

- Improving the sharing of learnings amongst agriculture-dependent communities
- Increasing community connectedness and collaboration and social networking, support, engagement, and wellbeing through building community network members' skills and social network diversity and strategic capacity
- Improving wellbeing and reducing social isolation by increasing participation in community networking events/conferences, stimulating higher rates of innovation in the local economy and the agricultural sector over time
- Improving community networks access to risk management information and training, increasing the capacity of community networks to participate in regional drought resilience planning
- Increasing community economic development and diversification opportunities
- Delivering small scale projects, such as improving meeting places for the network members, purchasing small equipment (such as computers, printers) to assist the management of the network, and community facilities

Key tasks and responsibilities include:

- Provide high quality support to the Future Drought Fund Program Manager in the day-to-day administration of grants, including due diligence, validation, grant assessments, preparation of Committee materials, grantee correspondence, and monitoring of grants across varying FRRR funding programs.
- Coordinate and process grant administration throughout the program cycle with a high degree of accuracy and attention to detail, including grant finance paperwork, grant/project reports and acquittals, correspondence with grant recipients, and general data maintenance of the grants management database and filing.
- Responding effectively and appropriately to grant seeker enquiries.
- Contribute to research and content for donor reports as required.

The organisation's success depends on strong teamwork and streamlined business processes that enhance operational efficiency. A key responsibility of the Grants Officer will be to work in collaboration with others to coordinate and sustain those processes, as well as identify process improvement, as necessary.

The role must also support FRRR to execute the Foundation's mission. The role is suited to someone with a keen eye for detail, flair for administrative systems and processes, and interest in using their information management and customer relationship skills to improve opportunities in remote, rural, and regional Australia; and is keen to develop a knowledge of the Foundation's programs and services.

WORKING RELATIONSHIPS

This role reports directly to, and works closely with, the Future Drought Fund Program Manager.

On a day-to-day basis, the role will liaise with key stakeholders, including community grant-seekers and on an as required basis interact with the program's Grants Advisory Committee.

KEY RESULT AREAS

The performance of the FDF Grants Officer will be assessed around the following key result areas:

- Grant program administration, coordination, and support to meet contractual milestone tasks,
- Stakeholder engagement: grant applicants,
- 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):

- Experience in administering grant programs and/or a not-for-profit organisation in an administrative role.
- Demonstrated ability to work with high volumes of processing functions and information whilst maintaining accuracy, thoroughness, and exceptional attention to detail.
- Demonstrated intermediate skills in the Microsoft Office suite, particularly Excel and Word, and demonstrated experience working with customer relationship management databases.
- Excellent literacy and numeracy skills and demonstrated ability to complete work at a high standard.

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- Excellent time management skills.
- Ability to problem solve, assist grant-applicants with enquiries, and willingness to provide assistance across the organisation when required.
- Demonstrated experience working in an environment with competing stakeholder expectations and varying deadlines.
- Ability to build rapport, be approachable and to convey complex information in a logical way.
- An interest in community led initiatives is desired, which could include Volunteer or coaching roles held.
- Ability to work autonomously and with initiative and an ability to collaborate effectively with team members.

Desirable:

- Minimum of 2-3 years relevant experience
 - Demonstrated experience working in or with rural, regional, and remote communities and understanding of remote, rural, and regional issues, specifically those that are reliant upon the agricultural industry.
 - Knowledge of and demonstrated skill in basic project management.
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