

Siddle Family Office

Project Manager Giving — Frequently Asked Questions

Thank you for your interest in the PM Giving role at Siddle Family Office. We've compiled answers to the questions we receive most often. If you have a question that's not covered here, please reach out to Rachel at rachel@sfo.net.au.

About the Organisation

What is the Giving Team?

The Giving Team is the philanthropic arm of the Siddle Family Office (SFO). We run a number of philanthropic approaches on behalf of the Siddle Family. We make strategic grants to entrepreneurial community leaders in the Northern Rivers and Mid North Coast of NSW, focused on affordable housing, income generation, and community connection. We work in deep partnership with our grantees, taking a trust-based and relational approach to philanthropy. We support family members own philanthropic giving, and we are leading a two-year demonstration project focused on a Family Philanthropy Pool.

How big is the team?

We are a small, collaborative team led by the Chief Philanthropy Officer and we are expanding. This role would be based in Sydney and would work closely with the Giving Team.

What's the culture like?

We are a team that takes our work seriously but doesn't take ourselves too seriously. We value genuine relationships, intellectual curiosity, and a deep commitment to the communities we serve. We work at pace but with care, and we support each other to do our best work.

About the Role

Is this a new role?

Yes. This role has been created to support SFO's growing giving program. You'd be building and shaping the giving administration function, which is an exciting opportunity for someone who enjoys creating order and improving processes.

Who does the PM Giving report to?

The role reports directly to the Chief Philanthropy Officer. Day-to-day collaboration will be across the team.

What does a typical week look like?

No two weeks are identical, but core activities include: managing incoming funding applications and correspondence, maintaining the Dynamics 365 CRM, supporting partners with reporting, drafting agreements and letters, and providing administrative support to the CPO and team. There will be quieter periods and busier ones, particularly around grant rounds and reporting cycles.

Where is the role based?

The role is based in the Sydney CBD. It is primarily office based, with flexibility by arrangement.

What is the salary for this role?

The salary range is \$80,000–\$120,000 full-time including superannuation.

About the Application Process

How do I apply?

Applications are submitted through this [form](#). You will be asked to provide three short video responses (up to 3 minutes each), a CV (maximum 3 A4 pages), and contact details for two professional referees.

Why videos?

We use video responses because they give us a richer sense of who you are beyond your CV. We're not looking for production values: a phone recording in good light is absolutely fine. We're interested in your thinking, communication, and authenticity.

What are the video questions?

Video 1: Why do you want this role, and why do you want to work for SFF?

Video 2: What would you bring to this role?

Video 3: What do we need to know about you to work with you effectively?

How long should my CV be?

Please keep your CV to a maximum of 3 A4 pages. We value concise, relevant information over exhaustive work histories.

Do I need to have worked in philanthropy before?

Not necessarily. We value giving administration experience, strong systems skills, and a genuine commitment to community outcomes. We recognise that exceptional talent and relevant experience can come in many forms.

What happens after I apply?

After applications close, we will conduct an initial review. Shortlisted candidates will be invited to complete a short performance task, followed by an interview in Sydney. We will provide reference checks before making a final offer.

Who should I contact if I have questions?

Please contact Rachel at rachel@sfo.net.au for any queries about the role or the application process.

Diversity and Inclusion

Is SFF an equal opportunity employer?

Yes. We recognise that exceptional talent and relevant experience can come in many forms. We warmly encourage applications from people of all backgrounds, including First Nations peoples, people with disability, people from culturally and linguistically diverse communities, and people with diverse life experiences. If you require any adjustments to the application or interview process, please let us know.

Recruitment Process

What does the application and selection process look like?

Your application contains 2 parts.

1) Video Submission:

Please prepare three separate video responses to the questions below. Each video should be a maximum of 3 minutes in length, recorded in a clear, well-lit environment. Using your phone or webcam is acceptable.

Video 1: Why do you want this role, and why do you want to work for SFF?

Video 2: What would you bring to this role?

Video 3: What do we need to know about you to work with you effectively?

2) Additional Application Materials:

Comprehensive CV; max 3 A4 pages

Contact details for 2 professional referees

After you have applied

- Should you move forward in the process, your video answers will be reviewed by two others before any interviews.
- Please note that for us to consider your application complete you'll need to send both parts of the application.
- After you send your application, The Foundation will be in touch within a week after the submissions close to let you know if you have progressed in the process.

What does the timeline look like?

- Applicant First Review: The hiring manager will select a small number of candidates to advance to an interview, which will include submission of a performance task. Candidates can expect to be given an update on their application on 9 July 2026.
- Invitation to Performance Task: Candidates who are selected to advance will receive a short performance task on 9 July 2026 which must be completed and submitted to SFF by 5pm on 13 July 2026. You will discuss your task during the interview.
- Interviews: Interviews will likely take place on Tues 14 July 2026 in Sydney. We recognise this date may not work for all candidates. Please let us know (admin@sfo.net.au) if this date does not work for you. We will share specific details as the interview day approaches but predict you will be interviewed by three people and will we discuss your experience, expertise and the completed task.
- Follow-up Meeting: We may invite final candidates to a meeting at our offices in Sydney CBD.
- Reference Checks, Offer Extended: Both SFF and the preferred candidate(s) will engage in "mutual due diligence." SFF checks 2 references for each finalist, we are interested in people who can speak to your professional and personal traits and experience. Candidates can ask other questions about working with the organisation and its team.