

Regional Community Development Manager

Work Unit	Program Delivery
Classification Level	4
Employment type	Part Time (0.6 FTE)
Work location	State Office
Reporting line	State Manager
Supervisory Responsibilities	Senior Community Development Officers and Good Sports Project Officers
Date document created or updated	August 2026

Position purpose

The Program Delivery (PD) team delivers the Alcohol and Drug Foundation (ADF's) evidence-based alcohol and other drug (AOD) prevention programs to the Australian community. In addition to delivering pilot programs and new initiatives, State and Territory PD teams are responsible for the delivery of the Good Sports program, and Local Drug Action Team (LDAT) program.

The Regional Community Development Manager (RCDM) leads their State and/or Territory PD team. The RCDM is responsible for the effective planning and implementation of projects and programs, ensuring they are delivered with fidelity and in accordance with performance targets. The RCDM is experienced in coaching and motivating others to succeed and role models ADF's values of courage, impact, collaboration, and adaptability.

Together with their State Manager, the RCDM is responsible for identifying and fostering key stakeholder relationships, particularly in sport and local government. The RCDM represents PD internally in working groups, and externally at events, in community forums and workshops. The RCDM also works with their State Manager to identify new program opportunities.

Organisational context

The RCDM is responsible for the recruitment, onboarding, professional development, and performance management of their team.

Celebrating 65 years of service to the community, the ADF is Australia's leader in AOD harm prevention. Our mission is to inspire positive change and deliver evidence-based approaches to minimize alcohol and drug harm in our community. Our vision is that people live healthy, safe, and satisfying lives, unlimited by alcohol and drug harm.

The ADF's work reaches millions of people in local communities through sporting clubs, workplaces, health

care settings and schools, through education, harm prevention programs and advocacy. The ADF is proudly independent and not-for-profit.

Our services and programs include:

- Alcohol and drug information
- Program Delivery
- Knowledge, research and evaluation
- Policy and advocacy

The ADF's four key values are Courage, Collaboration, Adaptability, and Impact. Our values underpinned by a commitment to good governance.

For further information, please go to our website: <http://www.adf.org.au/>

Key Relationships

Internal Relationships:

- Head of Program Delivery
- State Manager
- Regional Community Development Managers
- Senior Community Development Officers
- ADF staff and project

teams External Relationships:

- Alcohol and other drug agencies
- Community health and wellbeing agencies
- State peak sporting bodies, regional leagues and associations
- Local & State/Territory Government
- Aboriginal and Torres Strait Islander Peak bodies
- Community leaders
- Community sporting clubs
- Local police groups
- Contractors
- other funding and program partners

Responsibilities

Leadership

- Manage and strengthen the delivery of an integrated suite of ADF programs in accordance with State plan and budget.
- Demonstrate initiative by contributing to the implementation and growth of new health promotions

programs and services that are continually evolving to adapt to the delivery environment.

- Represent Program Delivery and take a leading role in the management of allocated national priorities/projects.
- Recruit, manage, train and evaluate the performance of assigned staff and contractors, to ensure established quality standards and performance targets are met.
- Guide and support staff awareness and affiliation to the values of ADF and role model behaviours that support the ADF's values and goals to create a culture and environment focused around team, support and achievement.
- Identify, develop and strengthen strategic partnerships to meet the ADF's objectives.
- Commit to your own self-development to become a stronger and more effective leader.
- Contribute to the ADF's Reconciliation Action Plan and working group activities.

Program Management

- Utilise the ADF Salesforce system to plan, monitor, forecast and evaluate program targets and outcomes to deliver programs efficiently and to expected quality standards across the state.
- Report accurately and in a timely manner to the State Manager and other stakeholders through agreed structures.
- Monitor performance of staff and contractors to ensure agreed targets, budgets, protocols and processes are adhered to.
- Ensure the effective delivery of all operational requirements of ADF programs, including provision of services in the community, stakeholder relationships and quality assurance.
- Manage and participate in ADF promotional and educational events, presentations and conferences in a variety of settings including community, corporate and Government
- Comply with ADF's Child Safety and Wellbeing Policy and Procedure and Code of Conduct and contribute to maintaining safe environments for children and young people in all program delivery, stakeholder engagement and community activities.

Project/Program Development & Expansion

- Contribute to the ongoing expansion and development of ADF programs as an active national team member.
- Utilise knowledge and experience across a range of sectors including sport, health and community services to identify new business opportunities and develop strategies for effective and sustainable engagement.
- Contribute to ongoing program improvement and development through the management of partner feedback systems and staff performance to align with and strengthen business outcomes.
- Contribute to the survey data collection administered by the ADF Research Team
- Strategic Partnerships
- Develop and manage purposeful relationships with key stakeholders including local government, regional health services, alcohol and other drug agencies and networks, sports organisations, police and peak bodies representing Indigenous and CALD communities to contribute to the delivery of ADF programs and achieve optimum outcomes for the local community and ensure alignment to the ADF's strategic purpose.
- Manage efficient and effective partner contracts and invoicing systems, adhering to required

governance and systems protocols.

- Assist in the establishment and support of advisory and/or steering committees integral to state-based program and service delivery and the implementation of stakeholder and community forums, launches and events
- Support ADF business development and key relationship opportunities.

Training

- Ensure the fulfilment and maintenance of training requirements for all staff.
- Ensure the delivery of relevant training courses to Good Sports club members and other community stakeholders.

Values

- Contribute positively to program growth in line with ADF's core values and guiding principles
- Help create a culture and environment focused around team, support and achievement.

Capability Profile

Formal Education

- Undergraduate qualification in health promotion or social sciences relevant to community program implementation e.g. social work, community development, public health, health promotion, public policy and management, business management or related discipline.

Key Selection Criteria

- Experience in leading and delivering multiple preventive health programs and products across a range of different community settings.
- An understanding of Aboriginal and Torres Strait Islander and CALD communities and culture and an interest in working together with communities to achieve outcomes.
- Strong promotional and business development expertise with the capacity to achieve established targets and meet stakeholder expectations
- Demonstrated experience leading and developing regional and remote teams using a range of strategies to promote productivity, quality outcomes and alignment with the strategic direction of the organisation.
- Ability to work autonomously, establishing credibility and professional engagement with a diverse range of stakeholders.
- Highly developed verbal and written communication and interpersonal skills, and outstanding networking and presentation/public speaking skills to suit a range of audiences
- Capability and preparedness to embrace and lead adoption of new IT platforms and systems.
- Understanding of, or ability to quickly acquire, how community volunteer organisations including sporting clubs and community led action groups operate.
- Hold a current driver's license and own a vehicle
- State-based travel is required as part of program delivery.
- This role has a combined ACT/NSW team remit and interstate travel is required on a regular basis.

Desirable

- An understanding of the culture, dynamics and politics of state and local government.
- Knowledge/Interest in issues associated with alcohol and other drugs, and an understanding of liquor licensing laws, or ability to quickly acquire.

Key Competencies (See table below)

Competency	Definition	Importance
Strategic Perspective	Takes a long term view and thinks on a broad canvas. Helps to chart the long term course of the business by evaluating key options, capabilities, threats and opportunities. Establishes and implements operational plans aligned with the strategic vision.	Essential
Judgement & Decision Making	Makes rational, realistic and sound decisions. Considers all facts and alternatives available. Looks for causes, not just symptoms, and selects appropriate courses of action to solve problems.	Essential
Drive & Initiative	Enthusiastic and committed. Demonstrates capacity for sustained effort and hard work over long time periods. Highly motivated to achieve goals. Pro-active and self-starting. Seizes opportunities and acts upon them. Originates / takes action so as organisational goals can be met.	Essential
Motivating Others	Enthuses others and facilitates successful goal accomplishment by promoting a clear sense of purpose. Inspires a positive attitude to work. Arouses a strong desire to succeed amongst team members. Leading by example and arousing enthusiasm for a shared vision.	Essential
Building & Maintaining Relationships	Able to establish and maintain relationships with people at all levels. Values and protects effective relationships with employees, customers and suppliers, as appropriate. Builds harmonious and positive alliances with relevant professional contacts.	Essential
Communication	Establishes open communication channels. Able to express own ideas and opinions in an appropriate manner. Receptive to others' communications.	Essential
Influence & Negotiation	Persuades, convinces and negotiates to gain acceptance of ideas and/or courses of action.	Desirable
Management Control & Direction	Establishes clear priorities. Schedules activities to ensure optimum use of time and resources. Monitors performance against objectives. Provides team with a clear sense of direction. Takes charge, organises resources and steers others towards successful task accomplishment.	Essential
Adaptability	Adapts to changing work requirements and demands. Willing to adjust behaviour in response to the situation. Receptive to new ideas and approaches. Undertakes work with a sense of flexibility.	Desirable