

Position Description

Position title



Australian
Rural Leadership
Foundation

Position Description:	Coordinator, Community Builder Full-time contract - 30 June 2023 (part-time will be considered for the right candidate) The location for this position is flexible (ARLF has teams in Canberra and Brisbane, and a number of employees working in rural communities.)
Approval date:	10/08/2022

Context

The Australian Rural Leadership Foundation (ARLF) designs and delivers leadership programs and initiatives to support thriving regional, rural, and remote communities. Established nearly 30 years ago, the ARLF is an independent, not-for-profit organisation with both a national and international footprint. We rely on the financial support of the community, business, philanthropic and government sectors.

The ARLF has engaged in multi-stakeholder collaborations to deliver place-based leadership development programs. This includes the Leading Australian Resilient Communities and the Regenerate series with funding from the Black Summer Bushfire Recovery Grants. These initiatives support current and emerging regional leaders to develop and sustain regional networks for the long-term resilience of the region.

Position objectives

The primary objective of this role is to extend the reach of ARLF programs through effective engagement with prospective participants and alumni in regions. This role supports positive participant experience and will focus on project management and administrative support for the Resilient Regions programs.

Duties and responsibilities

The duties and responsibilities of the Coordinator, Community Builder include, but are not limited to:

Participant recruitment

- Coordinate and support participant recruitment and promotion strategies to engage potential participants in the ARLF place based leadership programs

- Engage with prospective participants to manage queries, provide relevant follow-up and support their application through to completion
- Track application questions to inform changes required to messaging and promotion approach
- Use social media insights and other data to follow up with individuals and organisations that can benefit or could contribute to ARLF place-based leadership programs
- Work with Community Partnerships Lead to identify other opportunities for targeted contact with potential participants and supporting organisations and networks.

ARLF Network engagement:

- Organise and deliver leadership events and activities related to alumni engagement and ARLF stakeholder management
- Support the planning and delivery of regular alumni communication
- Maintain records including the ARLF's CRM and email correspondence and prepare communications and reporting as required.
- Work as a member of the ARLF team to assist and support other staff as required, contributing to the broader role and aims of the organisation

Organisational Relationships

The occupant of this position is:

- Managed by the Manager, Alumni Engagement
- Accountable to the Director Partnerships
- Required to work collaboratively with other ARLF staff to ensure the ARLF's communications are aligned

Delegations and Authorities

- Financial delegations and authorities may be associated with this position.
- The occupant of the position will assist in the monitoring of specified budget information for designated projects and programs and is required to certify invoices in relation to the availability of funds.

Conditions of Employment

Detailed conditions of employment are set out in the employee's contract and the ARLF's Employee Manual. It is a condition of employment that ARLF employees are fully vaccinated against COVID-19 unless they have a protected attribute.

From time to time there may be an increase in weekly hours and the requirement to perform higher duties. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions required of the position.

About You

You are an excellent communicator with the ability to develop and maintain strong relationships. You have an eye for detail and have experience in meeting hard deadlines. You will help our team make an impact in regional, rural and remote Australia.

The successful applicant will need to possess the following:

- Demonstrated ability to build and maintain relationships with a wide range of stakeholders, including Aboriginal and Torres Strait Islander peoples, with a focus on prospective participants and alumni
- Stakeholder engagement experience and confidence to make new approaches
- Experience in using multiple digital platforms to engage and communicate with various stakeholders.
- Proven ability to think ahead, discern priorities, and emerging needs to respond to them within the boundaries of the role.
- Demonstrated ability to collaborate and work productively in a small team.
- Interest/experience in sales, and event management desirable.

Additional requirements

1. The incumbent will be required to work away from home base.
2. Interstate travel may be associated with this position.
3. Working with Vulnerable check, First Aid and Mental Health First Aid certification will be required and will be sponsored by the employer
4. Employment offers will be conditional until successful completion of a police check and citing of up-to-date Covid-19 vaccination status.

The Australian Rural Leadership Foundation values diversity in our workplace and encourages people from all backgrounds, abilities and identities to apply. Please note that you must have the appropriate right to work in Australia to be eligible for this role. --END—