

# Position Description

## Manager, National Learning Network



Australian  
Rural Leadership  
Foundation

### **Position Description:**

Manager, National Learning Network

Full-time contract to 30<sup>th</sup> June 2024 (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 are working in partnership with the Foundation for Rural and Regional Renewal (FRRR) to deliver the Future Drought Fund's Helping Regional Communities Prepare for Drought program. This Program combines and builds on the previous Drought Resilience Leaders and Networks to Build Drought Resilience programs. The program seeks to help agriculture-dependent communities in regions across remote, rural, and regional Australia that are vulnerable to the impacts of drought become more prepared for and resilient to these impacts.

This new role will lead the design and delivery of a national Learning Network, established as part of the Future Drought Fund's Helping Regional Communities Prepare for Drought program. The purpose of the Learning Network is to connect individuals and organisations who are committed to community drought resilience so that they can continue to learn from and support each other.

## Position objectives

This role will be responsible for the design and delivery of the FDF National Learning Network. Collaboration will be central to this work. Consulting widely and partnering with FRRR and FDF projects to understand how to best support the knowledge-sharing needs of people in rural, regional, and remote communities. The objective of the initial phase of work is to design a learning network that inspires people to participate, connect, learn, and share.

During the delivery phase of the Network, this role will be a critical enabler for members. Creating a supportive environment and providing the processes, tools and platforms to share experiences and

knowledge – the successes and highlights, challenges and failures for the benefit of the Network's members and their communities.

## Duties and responsibilities

The duties and responsibilities of the Manager, National Learning Network includes, but is not limited to:

Lead the design and strategy development of the National Learning Network

- Co-design the Network with people and organisations who participated on the Drought Resilience Leaders Program and the Networks to Build Drought Resilience Program.
- The strategy will outline how membership will be managed, the structure/content of the activities, online engagement platform requirements, evaluation approach and the path to becoming self-sustaining.

Establish and deliver the Learning Network

- Deliver on the Network strategy.
- Develop and maintain relationships with the FRRR team, FDF project teams and the community organisations delivering projects funded by the Program.
- Develop and manage relationships with network members, encouraging their active involvement and shaping future events based on their feedback.
- Review existing and potential technology platforms to support online member engagement. Drive the selection, development, and ongoing maintenance of the platform.
- Facilitate network events and activities, including coaching Network members as they contribute to those activities.
- Collaborate with the FRRR team and other FDF projects to identify opportunities for Network members to participate and contribute.
- Manage Network communication and promotion in collaboration with the ARLF Communications and Alumni Team/s
- Manage event and activity budgets and expenditure expenditures.
- Maintain Network membership records including the ARLF's CRM and email correspondence as well as preparing 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 Project Lead, Helping Regional Communities Prepare for Drought Initiative.
- 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 seeking a varied and challenging role focused on people, relationships, project management and communication. You are a team player, seeing what needs to be done and pitching in, and an excellent communicator. You want to be part of an organisation that has leadership development at its core and the greater good of regional rural and remote Australia as its objective.

1. Demonstrated experience in the development of new initiatives, projects, and event management.
2. Experience with using digital communication platforms and customer relationship management tools is highly desirable.
3. Experience in network, alumni or membership engagement is highly desirable.
4. Demonstrated experience with events planning and management.
5. Exceptional interpersonal, written, and oral communications skills, including the ability to form relationships with a wide range of stakeholders including Aboriginal and Torres Strait Islander peoples.
6. Proven ability to think ahead, discern priorities, identify emerging needs and respond to them within the boundaries of the role.
7. Demonstrated ability to collaborate and work productively in a small team.

## Additional requirements

1. The incumbent may be required to work away from home base.
2. Interstate travel will be associated with this position.
3. 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 apply. Please note that you must have the appropriate right to work in Australia to be eligible for this role. --END—