

POSITION DESCRIPTION

Coordinator: Programs & Partnerships

Position title:	Coordinator: Programs & Partnerships Full time, permanent ongoing This position is based in Canberra
Salary:	\$ 67,000 – \$77,000 inclusive of employer’s 9.5% superannuation contribution

Context

The Australian Rural Leadership Foundation (ARLF) is a company limited by guarantee and is endorsed as a deductible gift recipient (DGR). The Australian Rural Leadership Foundation was established in 1992 based on the premise that developing leaders in rural, regional and remote Australia could influence change across organisations, industries, and rural communities in general.

The ARLF exists to develop leaders for rural, regional and remote Australia and who can play a role in the Asia-Pacific region. As such, we see our footprint and role increasing in our region and will actively pursue opportunities as they arise and support our leadership philosophy. The ARLF supports the development of leaders for the greater good – no matter where they live or work. The Foundation takes an ethical approach, challenges assumptions and seeks to respectfully influence positive change.

Position objectives

The primary objective of this position is to provide administration and logistics coordination for the delivery and development of the Foundation’s leadership programs and partnership initiatives.

Duties and responsibilities

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

- Provide administration and logistics coordination for the Foundation’s programs and partnership initiatives.
- Liaise with program participants, partner organisations, consultants and support services to ensure the delivery of high-quality leadership development programs and partnership initiatives.
- Monitor program budgets and expenditure.
- Maintain records including the Foundation’s E-tapestry database, email correspondence and program photographs as well as preparing high quality reports and communications as required.
- Work as a member of the Foundation 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 accountable to the Director Leadership Programs and Director Partnerships
- works under the direction of, and is managed on a day-by-day basis by, the Director Leadership Programs
- Liaises with other staff to ensure the Foundation'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 Foundation's Employee Manual. From time to time increase weekly hours and perform, higher duties in times need. 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 a person who has an eye for detail and enjoys juggling a range of tasks and diverse stakeholders. You enjoy working in a small team and willing to pitch in to help others.

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 excellence in providing administration and logistics coordination for programs and events. Attention to detail essential.
2. Proven ability to think ahead, discern priorities, emerging needs and to respond to them within the boundaries of the role.
3. Ability to form relationships with a diverse range of people, with a focus on liaison with program participants, consultants and others to ensure high-quality leadership programs.
4. Demonstrated ability to collaborate and work productively in a small team.
5. Interest/experience in leadership development/adult learning is desirable.

Additional requirements

1. Work outside normal hours will be required.
2. Interstate travel will be required.

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