

Position Description

Coordinator, Networks



Australian
Rural Leadership
Foundation

Position description: Coordinator, Networks
Two-year contract with possible extension
This position is based in Brisbane

Approval date: 5 January 2021

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.

Position objectives

In this role, you will support the stewardship of ARLF stakeholders, in particular our diverse portfolio of funding partners.

Duties and responsibilities

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

- build relationships with sponsors, donors and clients to ensure that they find value in their partnership with the Foundation and to maintain their participation and support by:
 - a. Maintaining regular contact with all partners to add value and facilitate information flow
 - b. Delivering the contractual requirements of each sponsor, donor or client and the proactive provision of information, materials and benefits as per contractual agreements
 - c. Building capacity and knowledge of each stakeholder to ensure effective communication outcomes by clearly defining lines of communication
 - d. maximising stakeholder opportunities to be actively engaged in the work of the Foundation
- provide advice and input into the ARLF stakeholder engagement calendar including the coordination of key ARLF events and participation in external activities
- coordinate and prepare the formal reporting of outcomes as they relate to contract milestones and other value-add initiatives and communications
- maintain records including the Foundation's E-tapestry database, email correspondence as well as supporting the development of 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 objectives of the organisation.

Organisational Relationships

The occupant of this position:

- is accountable to the Chief Executive
- works under the direction of and is managed on a day-by-day basis by the Director, Partnerships
- liaises with other staff to ensure the Foundation's communications are aligned

Delegations and Authorities

- Financial delegations and authorities are outlined in the board endorsed Delegations Framework and include the authorisation of payments.

Conditions of Employment

Detailed conditions of employment are set out in the Foundation's Employee Manual. 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 people-focused and you listen well so instead of reacting fast you can better understand. You are creative and curious. You will help our team make an impact in regional, rural and remote Australia.

Previous experience includes:

1. ability to form relationships with a diverse range of people in order to meet shared outcomes.
2. demonstrated excellence in verbal and written communications and providing administration for projects and events.
3. proven ability to think ahead, discern priorities and emerging needs and respond to them within the boundaries of the role.
4. demonstrated ability to collaborate and work productively in a small team.

The Australian Rural Leadership Foundation values diversity in our workplace and encourage 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.

Additional requirements

1. Work outside normal hours may be required.
2. Occasional interstate travel may be required.

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