

# POSITION DESCRIPTION

## Coordinator, Learning



Australian  
Rural Leadership  
Foundation

### Position title:

Coordinator, Learning - Two Vacant Positions

Full-time contract until June 2023 with the possibility of extension.  
The location for this position is flexible (ARLF has teams in Canberra and Brisbane, and a number of employees working in rural communities.)

Commencement: as soon as possible/ to be negotiated.

### Context

The Australian Rural Leadership Foundation (ARLF) is a for-purpose organisation committed to thriving rural regional and remote communities and industries. With a focus on the Indo-Pacific region, the ARLF was established in 1992.

Our leadership programs and initiatives focus on developing diverse perspectives and ideas to enrich problem-solving, innovation and collaborative interaction. We believe in the growth of dynamic social impact networks in rural Australia; woven and interwoven with alumni of our leadership programs and broader networks. The ARLF takes an ethical approach, challenges assumptions, and seeks to respectfully influence positive change.

### Position Objectives

The primary objective of this position is to provide project management including stakeholder engagement, administration, and logistics coordination end to end for the ARLF's leadership programs.

### Duties and Responsibilities

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

- Provide project management support for pre-and post-program activity including recruitment, selection, marketing, and evaluation.
- Provide administration and logistics coordination for the delivery of ARLF programs.
- Proven ability to think ahead, discern priorities, and emerging needs and respond to them within the boundaries of the role.
- Liaise with program participants, mentors, employers, consultants, and other stakeholders to ensure the delivery of high-quality leadership development programs.
- Monitor and contribute to program budgets and expenditures in consultation with other staff.
- Contribute and support the creation and production of design, evaluation, program collateral and other resource materials as required for ARLF programs required.
- Monitor and support participant engagement and welfare, referring when necessary to the Manager, Learning.

- Maintain records including the ARLF's CRM database 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 Manager, Learning,
- works under the direction of, the Director, Learning,
- is accountable to the Chief Executive,
- liaises with other 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 Staff Handbook. 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 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 are 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 ability to build and maintain relationships and strategic alliances with a wide range of stakeholders including First Nations people with a focus on liaison with program participants, their organisations, and others to ensure high-quality programs.
2. Demonstrated excellence in providing project management and events coordination for programs and initiatives.

3. Proven ability to think ahead, discern priorities, emerging needs and to respond to them within the boundaries of the role.
4. Understanding of support networks and referral mechanisms for participant support and welfare.
5. Demonstrated ability to collaborate and work productively in a small team.
6. 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.
3. A Working with Vulnerable Peoples check, a National Criminal History Check, and First Aid and Mental Health First Aid certification may be required and will be sponsored by the employer

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—