

ADRA Australia

Regional Manager – South Queensland

Commitment: Full-time – Two-year Maximum Term

Location: Brisbane, Queensland



About the role

ADRA Australia is seeking an experienced and driven Regional Manager who will enjoy the opportunity to use their superior organizational and people skills to provide local oversight and direction of ADRA Australia's activities in South Queensland as a part of both the ADRA Australia team and the Adventist Church Conferences teams.

As the Regional Manager your role involves empowering and inspiring churches, members and volunteers to be agents of change, increasing the awareness and funding of ADRA, and supporting and resourcing in programs/projects that deliver consistent results and demonstrate integrity and best practice. These programs will demonstrate significant and lasting impacts on the lives and relationships of the people involved.

You will be tasked with living out our values of Connected, Courageous and Compassionate in all interactions with the others. You will be an organised and confident servant-leader who is passionate about ADRA's purpose, "to serve humanity so all may live as God intended" and committed to meeting the challenges of this diverse and challenging role with enthusiasm, collaboration, and humility.

The successful applicant must have the legal right to live and work in Australia at the time of application.

The Job Description for the role is included at the end of this document and will give you more specific information on the role.

About ADRA Australia

The Adventist Development and Relief Agency (ADRA) is the official humanitarian agency of the Seventh-day Adventist Church. As part of the global ADRA network which reaches into more than 120 countries, we are motivated by our faith, to enable people and communities in Australia, New Zealand, the South Pacific, Asia and Africa to improve their health and livelihoods and assist people to prepare for and recover from disasters around the world.

ADRA Australia holds full accreditation with the Australian Government Department of Foreign Affairs and Trade (DFAT) and is a member of the Australian Council for International Development (ACFID) and the Australian Council for Social Services (ACOSS).

Our Values - We conduct our work by being:

Connected - working collaboratively for the best outcome for those living in poverty or distress.

Courageous - persevering through challenging situations.

Compassionate – empathising with the communities we work with and with each other.

About the National Programs Team

The ADRA Regional Manager is appointed by the ADRA Australia ADCOM and reports to the Director of National Programs.

The National Programs team works collaboratively with the following ADRA Australia teams:

- Emergency Management
- Finance/IT
- International Programs
- People and Culture
- Supporter Engagement

Selection Criteria

Essential

1. Commitment to the purpose of ADRA, and to the achievement of our overall strategy and priorities with demonstration of our ADRA values and desired team culture lived out in all aspects of work practise.
2. Willingness to work within a Christian ethos with conduct that is respectful of the beliefs and practices of the Seventh-day Adventist Church when in the workplace or otherwise representing ADRA Australia.
3. A related diploma/degree with at least four years plus experience in project management, people management and/or related experience in the Not-for-Profit Sector.
4. Demonstrated ability to relate well to both professional staff and volunteers of various backgrounds and ages.
5. Able to simultaneously provide guidance and support to various teams/projects at any given time.
6. Able to work efficiently.
7. Confidence in data management using various software programs.
8. Ability to handle data accurately and with confidentiality.
9. Proven and demonstrated organisational and time management skills.

Desirable

1. Ability to work with churches to inspire, identify, support, organise and facilitate programs/projects in response to the needs of the community.
2. Proven ability to contribute to the continuous improvement of processes and procedures that are fit-for-purpose and compliance with overarching protocols.
3. Ability to be agile, flexible and adaptable to change in a customer focused environment.

Key Competencies

- **Leading and Supervising**
Provides others with a clear direction; Sets appropriate standards of behaviour; Delegates work appropriately and fairly; Motivates and empowers others; Provides staff with development opportunities and coaching; Recruits staff of a high calibre.
- **Working with People**
Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight.
- **Planning and Organising**
Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones.

- **Coping with Pressure & Setbacks**

Works productively in a pressurised environment; Keeps emotions under control during difficult situations; Balances the demands of a work life and a personal life; Maintains a positive outlook at work; Handles criticism well and learns from it.

Other Requirements

- At the time of application, the successful applicant will already have the legal right to live and work in Australia.
- Commitment to abide by the ADRA Australia Code of Conduct and organisational policies and procedures. A copy of relevant policies is available on request.
- ADRA Australia takes the prevention of sexual misconduct, harassment and child protection seriously and screens applicants for suitability. The successful applicant will be required to obtain a police check for each country in which the individual has lived for 12 months or longer over the last five years, and for the individual's country of citizenship (including dual citizenship holders). The successful applicant will need to provide their consent to a criminal record check. ADRA Australia recognises that in limited instances it may prove impossible to obtain a reliable criminal record check. In such circumstances a statutory declaration outlining efforts made to obtain a foreign police check, and disclosing any charges and spent convictions may be accepted.
- Applicants will be requested to disclose whether or not they have had a substantiated Sexual Exploitation Abuse or Harassment claim of any nature made against them in Australia or overseas. This is included in the Employment Application Form.

How to Apply

To apply, candidates should address the selection criteria in their application letter providing examples of past experiences and qualifications. There is no closing date, however we will be interviewing suitable candidates as they apply. Please forward your letter and resume - along with the names of three work related referees to: HR@adra.org.au

If you have questions or need further information, please contact:

Gianina Coutts,
Human Resources Coordinator for ADRA Australia,
Phone +61 2 9473 9525 or email: HR@adra.org.au

ADRA Australia is an inclusive and Equal Employment Opportunity (EEO) employer.

The appointing body reserves the right to fill this position at its discretion and to close applications early.

See Job Description and Employment application forms following.



Position Title:	Regional Manager- South Queensland
Department:	National Programs
Reports To:	Director of National Programs
Team Supervision:	ADRA Volunteers

Full / Part Time:	Full Time - two years fix term
Revised Date:	January 2024

Purpose of Position: A basic statement that describes the intent of the position.

The ADRA Regional Manager provides local oversight and direction of ADRA Australia's activities in South Queensland, as a part of both the ADRA Australia team and the Adventist Church Conference team. The role involves the empowerment and inspiration of churches, members and volunteers to be agents of change, increasing the awareness and funding of ADRA, and supporting and resourcing in programs/projects that deliver consistent results and demonstrate integrity and best practice. These programs will demonstrate significant and lasting impact on the lives and relationships of people involved.

Behavioural Expectations: Our code of Conduct - How we do things in our organisation that underpins our values.

ADRA Australia Code of Conduct and related policies.

Key Competencies: The competencies, qualifications, skills and experience the person needs to do the role successfully.

A related diploma/degree with at least 4 years+ experience in project management/people management and/or related experience, preferably in the Not-for-Profit Sector. Demonstrated ability to relate well to people of various backgrounds and ages, to be able to simultaneously provide guidance and support to various teams/projects at any given time, to be able to work efficiently, as well as be confident in data management using various software programs.

ADRA Competency Framework: 1.2 Leading & Supervising, 2.1 Working with People, 6.1 Planning & Organising, 7.2 Coping with Pressure & Setbacks

Key Responsibilities: The things that the person needs to be responsible for to successfully fulfil the obligations of this position.

Area of Responsibility Groupings or areas of responsibility	Actions / Tasks / Objectives What has to get done in this area	Measures of Success / KPI's How job performance will be measured
ADRA AUSTRALIA STRATEGIC PLAN	<ul style="list-style-type: none"> Support ADRA Australia strategy through direction of ADRA activities in the Conference that meet both strategic objectives and compliance obligations. 	<ul style="list-style-type: none"> All projects comply with ACFID, ACNC, ATO requirements Participate in weekly Strategic Plan tracking sessions All projects and Op Shop annual reporting on Salesforce is completed within given timeframes
PROGRAM MANAGEMENT	<ul style="list-style-type: none"> Facilitate the appointment of Local Management Committees (LMC's) over all Op Shops and projects, and ensure the appointed members are selected carefully and trained to fulfil their role. Follow the direction of the National Retail Manager (NRM) regarding the supporting and resourcing of ADRA Op Shops through regular engagement and consultation. 	<ul style="list-style-type: none"> All projects and Op Shops report to an ADRA LMC and have a current signed LMC Agreement National Retail Manager (NRM) reports that there is good collaboration in the management of Op Shops under NRM's direction. Regular engagement with the NRM Regularly attend all LMC meetings where possible (min 70%)

	<ul style="list-style-type: none"> • Ex-officio on all LMC meetings. • Support managers and treasurers to produce annual budget forecasting • Ensure effective project management and implementation of policy and procedures through regular visits and communication. • Support the implementation of ADRA Policies and best practice across all activities and projects. • Provide monitoring and management support to partnership oriented ADRA activities • Assist in the identifying and submission of potential grant funding proposals to help support local ADRA projects and activities • Facilitate the roll out of an ADRA School Program (mid 2024) as directed by National Program Director 	<ul style="list-style-type: none"> • Annual Budget reports/projections completed on time • Monthly email contact/calls with all managers (as a minimum) • Quarterly visits to each project and Op Shop site (those further than 3-hr drive, minimum of 1x/year) with a trip report completed. • Regular and consistent messaging and follow up (spot checks) with all activities and projects regarding ADRA Policy and best practice. • All partnerships have signed MOU's, and ADRA's commitments are delivered • Regularly passing on funding opportunity information to managers and churches, and provide grant-writing assistance where required. • ADRA School Program is rolled out effectively
VOLUNTEER MANAGEMENT	<ul style="list-style-type: none"> • Provide support to all project and Op Shop managers and treasurers and ensure that they are resourced and equipped to manage their activity. • Provide direction and support to all a project managers/Op Shop managers and staff to ensure that they follow ADRA Australia's policies and best practice. This includes (but not limited to) Op Shop Manual, National Program Operations Manual, Safeguarding Policies, Code of Conduct etc... • Establish/maintain and support a Conference-wide network of volunteer ADRA champions/leaders in each church (and SDA school where possible) 	<ul style="list-style-type: none"> • All volunteer managers are trained, equipped, and resourced to efficiently manage projects. • Volunteers/staff feel supported and resourced to manage their projects according to ADRA policy and best practice, and know where to access policies. • All volunteers are registered through www.adra.org.au/volunteer • ADRA Champions/leaders share that they feel resourced, informed and supported. • Communications are sent out to ADRA champions/leaders at least 4 times a year with updates/resources/training opportunities
CHURCH ENGAGEMENT	<ul style="list-style-type: none"> • Support Conference and ADRA shared vision for engaging churches with their communities through meaningful service and connection. • Guide and resource churches on a journey to create a local ADRA Project (Initial meetings/LMC Set up/ lead the LMC on the 3 steps of how to set up and run an ADRA project. • Guide churches on how to access funding for Church-led, ADRA Supported (CLAS) projects • Present and Connect with Church congregations at Conference-run events and activities 	<ul style="list-style-type: none"> • A minimum of 10 church visits per year to preach and/or run ADRA workshops/information sessions • Work alongside a minimum of 3 churches/year to start up a project, from initial discussions through to implementation and monitoring etc... • Run at least 2 ADRA programs/sessions at Big Camp/Church Regional Meetings/church camps each year
CONFERENCE DEPARTMENTAL COLLABORATION	<ul style="list-style-type: none"> • Collaborate with other Conference Departments to ensure ADRA activities are integrated within the wider work of the SDA Church • Participate in Conference Strategic Planning Sessions and influence the integration of both ADRA and the Conference's strategic plans. • Attend and present at minister's meetings and retreats • Work together with Youth Department regarding current AUC StormCo MOU 	<ul style="list-style-type: none"> • Participate in quarterly Departmental Director Meetings and "Discipleship Cluster" groups • ADRA's strategic goals are integrated into the wider Conference activities through ADRA's scope of influence. • Attend five and present at least two minister's events each year (cluster/conference-wide).

ADRA AUSTRALIA DEPARTMENTAL COLLABORATION	<ul style="list-style-type: none"> • Collaborate regularly with ADRA Australia directors and departments to ensure alignment of Conference-level ADRA activities and projects within ADRA Australia's broader programming and Supporter Relations activities • ADRA Australia's fundraising activities (e.g. EOFY Campaign) are rolled out and delivered within the Conference as instructed • Ensure that all fundraising activities and events are compliant with ADRA Australia standards and are achieving agreed fundraising targets. • Manage all Emergency Management (EM) activities (disaster response, Pre-positioned supplies etc..) within the Conference boundaries as directed by the ADRA EM Director and/or National Program Director. • Facilitate EM-based initiatives (e.g. Disaster Ready Churches) in collaboration with EM department • Actively participate in nationally-based ADRA strategic initiatives where relevant to skills and experience 	<ul style="list-style-type: none"> • Complete ADRA Appeal preparation, roll out and delivery within stipulated timeframes • Supporter Relations team are satisfied with the rolling out and delivery of ADRA Fundraising initiatives within stipulated timeframes • Fundraising activities are compliant with ADRA Australia standards • The EM/NPD are satisfied with level of engagement and management provided to Conference-based responses. • Number of target churches engaged with EM initiatives • Attendance at National Program Conferences and Events • An active role in at least 1 initiative each year
OTHER DUTIES AS ASSIGNED BY SUPERVISOR	<ul style="list-style-type: none"> • Other duties as assigned by National Program Director as needed/applicable. 	<ul style="list-style-type: none"> • Other duties performed within given timeframe

Employee Signature:
Print Employee Name:

Supervisor(s) Signature(s):
Print Supervisor Name:

Date: / /

Adventist Development and Relief Agency Limited

ACN 85 109 435 618



Employment Application Form

Title		First Name		Last Name	
Current Address: (Street, Town, State, Post Code, Country)					
Phone No.	Home		Mobile		Work
Email				Gender	
Position applying for:					
GENERAL					Type in "Yes" or "No" or an appropriate comment
1. Are you ALREADY legally entitled to live and work in Australia?					
If the response to Question 1 is No, we are unable to consider your application and there is no need to proceed any further.					
2. What prompted you to apply for this role? Why would you like to work for ADRA?					
3. Do you have any illnesses or injuries which may affect your ability to perform the essential requirements of the job for which you have applied? If yes, please provide details below:					
SAFEGUARDING					
4. ADRA Australia's strict safeguarding policies aim to help protect children, young people and vulnerable adults. In line with these policies are you willing to undergo a police check, a working with children check and be screened through Adsafes*?					
5. Do you have any convictions or charges related to child abuse? If yes, please provide details below:					
6. ADRA Australia has a zero tolerance to Sexual Exploitation and Harassment. Do you have any convictions or charges related to sexual abuse or harassment of any nature made against you in Australia or overseas? If you have responded "Yes", please provide details below:					
ADRA AS PART OF THE SEVENTH-DAY ADVENTIST CHURCH					
7. Have you ever worked for ADRA or any other entity of the Seventh-day Adventist Church in Australia or overseas under your current name or another name? If yes, please provide details of your last position below:					
8. Do you have any relatives currently employed by the Seventh-day Adventist Church? (We need to check any conflicts of interest.) If the answer is Yes, please list their names and places of employment below.					
Name		Place of Work			
9. Are you a practising Seventh-day Adventist? (If you are not an SDA, this does not exclude you from applying for the position).					

Being employed by ADRA Australia, which is part of the Seventh-day Adventist Church, involves understanding, representing and being committed to the Church's mission and lifestyle in your professional life. (Our code of conduct policy is available on request.) Please respond to the following two questions.

10. Do you understand the Church's lifestyle values? (These include abstinence from tobacco, alcohol, recreational drug use, immoral, illegal conduct, etc.)

11. If you are employed by ADRA Australia, are you happy to reflect its purpose and values in your work and adhere to its lifestyle values in your professional life?

I understand, agree and declare that:

1. If required by ADRA Australia I will undertake a pre-employment medical screening by an ADRA designated practitioner who shall pass completed details of the examination to ADRA (Refer Point 3).
2. If required by ADRA, I will produce documentary evidence relevant to this application e.g. identification, work visa, evidence of my qualifications, etc.
3. Any statement made by me in this document which is found to be deliberately misleading shall render me, if employed, liable to dismissal.
4. The Terms and Conditions of my employment shall be in accordance with:
 - (a) Any applicable State or Federal Laws.
 - (b) The appropriate Industrial Award and/or church policy.

Signature	Date

**Adsafe has been established by the Seventh-day Adventist Church as a service and resource to assist local Churches and Denominational Entities to protect children and vulnerable adults, to comply with applicable legislation and to develop denominational policy.*