

# ADRA Australia and New Zealand

## Regional Manager – Western Australia

**Commitment:** Full-time – Two year maximum term contract

**Location:** Perth, Western Australia



### About the role

ADRA Australia and New Zealand is seeking an experienced and organised 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 Western Australia, 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 impacts on the lives and relationships of the people involved.

For further information on the role, please refer to the Position Description at the end of this document.

### About ADRA Australia and New Zealand

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 124 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.

As part of the global ADRA Network, both ADRA Australia and ADRA New Zealand share the same purpose and as from 1 January 2021, an alliance between the two entities was formed with the transition to be rolled out over a two-year period. The Alliance is intended to make both organisations stronger, and as a result, have a greater reach and impact in the communities. Leveraging resources and minimising duplication of work in fulfilling this purpose is expected to increase efficiencies and organisational capacity.

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). ADRA New Zealand is fully accredited with the New Zealand Foreign Affairs and Trade and Council for International Development.

**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/New Zealand ADCOM and reports to the National Programs Director.

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

- Emergency Management
- Finance/IT
- International Programs
- Open Heart International
- 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
- **Following Instructions and Procedures**  
Appropriately follows instructions from others without unnecessarily challenging authority; Follows procedures and policies; Keeps to schedules; Arrives punctually for work and meetings; Demonstrates commitment to the organisation; Complies with legal obligations and safety requirements of the role
- **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 and New Zealand Code of Conduct and organisational policies and procedures. A copy of relevant policies is available on request.
- ADRA Australia and New Zealand 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 and New Zealand 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, New Zealand or overseas. This is included in the Job 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](mailto:HR@adra.org.au)

If you have questions or need further information, please contact: Gianina Badea, ADRA Australia and New Zealand, Phone +61 2 9473 9525 or email : [HR@adra.org.au](mailto:HR@adra.org.au)

*ADRA Australia and New Zealand is an 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 following.*



**Connected**  
**Courageous**  
**Compassionate**

Position Title:	Regional Manager- Western Australia
Department:	National Programs
Reports To:	National Programs Director
Team Supervision:	ADRA Volunteers

Full / Part Time:	Full Time
Revised Date:	October 2021

**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 Western Australia, 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 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, 6.3 Following Instructions & Procedures, 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
<b>ADRA AUSTRALIA STRATEGIC PLAN</b>	<ul style="list-style-type: none"> <li>Support ADRA Australia strategy through direction of ADRA activities in the Conference that meet both strategic objectives and compliance obligations.</li> </ul>	<ul style="list-style-type: none"> <li>All projects comply with ACFID, ACNC, ATO requirements</li> <li>Participate in weekly Strategic Plan tracking sessions</li> <li>All projects and Op Shop annual reporting on Salesforce is completed within given timeframes</li> </ul>
<b>PROGRAM MANAGEMENT</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Follow the direction of the National Retail Manager (NRM) regarding the supporting and resourcing of ADRA Op Shops through regular engagement and consultation.</li> </ul>	<ul style="list-style-type: none"> <li>All projects and Op Shops report to an ADRA LMC and have a signed LMC Agreement</li> <li>NRM reports that there is good collaboration in the management of Op Shops under NRM's direction.</li> <li>Regular engagement with the NRM</li> <li>Regularly attend all LMC meetings where possible (min 80%)</li> </ul>

	<ul style="list-style-type: none"> <li>• Ex-officio on all LMC meetings.</li> <li>• Support managers and treasurers to produce annual budget forecasting</li> <li>• Ensure effective project management and implementation of policy and procedures through regular visits and communication.</li> <li>• Support the implementation of ADRA Policies and best practice across all activities and projects.</li> <li>• Provide monitoring and management support to partnership-oriented ADRA activities</li> <li>• Assist in the identifying and submission of potential grant funding proposals to help support local ADRA projects and activities</li> <li>• Facilitate the roll out of an ADRA School Program (from 2022) as directed by National Program Director</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Budget reports/projections completed on time</li> <li>• Monthly email contact/calls with all managers (as a minimum)</li> <li>• Quarterly visits to each project and Op Shop site (those further than 3-hr drive, minimum of 2x/year) with a trip report completed.</li> <li>• Regular and consistent messaging and follow up with all activities and projects regarding ADRA Policy and best practice.</li> <li>• Spot checks conducted during all site visits to monitor policy and best practice implementation</li> <li>• All partnerships have signed MOU's</li> <li>• ADRA's commitments within MOU's are delivered</li> <li>• Regularly passing on funding opportunity information to managers and churches</li> <li>• Provide grant-writing assistance as required</li> <li>• ADRA School Program is rolled out effectively</li> </ul>
<b>VOLUNTEER MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Provide support to all project and Op Shop managers and treasurers and ensure that they are resourced and equipped to manage their activity.</li> <li>• 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) the Op Shop Manual, National Program Operations Manual, Safeguarding Policies, Code of Conduct etc...</li> <li>• Establish/maintain and support a Conference-wide network of volunteer ADRA champions/leaders in each church (and SDA school where possible)</li> </ul>	<ul style="list-style-type: none"> <li>• All volunteer managers are trained, equipped and resourced to efficiently manage projects.</li> <li>• Volunteers/staff feel supported and resourced to manage their projects according to ADRA policy and best practice</li> <li>• Volunteers/staff know where to access ADRA policies</li> <li>• All volunteers are registered through <a href="http://www.adra.org.au/volunteer">www.adra.org.au/volunteer</a></li> <li>• ADRA Champions/leaders share that they feel resourced, informed and supported.</li> <li>• Communications are sent out to ADRA champions/leaders at least 4 times a year with updates/resources/training opportunities</li> </ul>
<b>CHURCH ENGAGEMENT</b>	<ul style="list-style-type: none"> <li>• Support Conference and ADRA shared vision for engaging churches with their communities through meaningful service and connection.</li> <li>• 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.</li> <li>• Present and Connect with Church congregations at Conference-run events and activities</li> </ul>	<ul style="list-style-type: none"> <li>• A minimum of 10 church visits per year to preach and/or run ADRA workshops/information sessions</li> <li>• Work alongside a minimum of 3 churches/year to start up a project, from initial discussions through to implementation and monitoring etc...</li> <li>• Run at least 2 ADRA programs/sessions at Big Camp/Church Regional Meetings/church camps each year</li> </ul>
<b>CONFERENCE DEPARTMENTAL COLLABORATION</b>	<ul style="list-style-type: none"> <li>• Collaborate with other Conference Departments to ensure ADRA activities are integrated within the wider work of the SDA Church</li> <li>• Participate in Conference Strategic Planning Sessions and influence the integration of both ADRA and the Conference's strategic plans.</li> <li>• Attend and present at minister's meetings and retreats</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in quarterly Departmental Director Meetings and "Discipleship Cluster" groups</li> <li>• ADRA's strategic goals are integrated into the wider Conference activities through ADRA's scope of influence.</li> <li>• Present at least two minister's events each year.</li> </ul>
<b>ADRA AUSTRALIA DEPARTMENTAL COLLABORATION</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• ADRA Australia's fundraising activities (e.g. EOFY Campaign) are rolled out and delivered within the Conference as instructed</li> </ul>	<ul style="list-style-type: none"> <li>• Complete ADRA Appeal preparation, roll out and delivery within stipulated timeframes</li> <li>• Supporter Relations team are satisfied with the rolling out and delivery of ADRA Fundraising initiatives within stipulated timeframes</li> <li>• Fundraising activities are compliant with ADRA Australia standards</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that all fundraising activities and events are compliant with ADRA Australia standards and are achieving agreed fundraising targets.</li> <li>• Work together with the Supporter Relations (SR) team to facilitate <i>ADRA Connections</i> and <i>Go Local</i> trips for volunteers.</li> <li>• 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.</li> <li>• Facilitate EM-based initiatives (e.g. Disaster Ready Churches) in collaboration with EM department</li> <li>• Actively participate in nationally-based ADRA strategic initiatives where relevant to skills and experience</li> </ul>	<ul style="list-style-type: none"> <li>• At least one ADRA Connections/Go Local trip is facilitated every two years.</li> <li>• The EM/NPD are satisfied with level of engagement and management provided to Conference-based responses.</li> <li>• Number of target churches engaged with EM initiatives</li> <li>• Attendance at National Program Conferences and Events</li> <li>• An active role in at least 1 initiative each year</li> </ul>
<b>OTHER DUTIES AS ASSIGNED BY Supervisor</b>	<ul style="list-style-type: none"> <li>• Other duties as assigned by National Program Director as needed/applicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Other duties performed within given timeframe</li> </ul>

Employee Signature:
Print Employee Name:


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


Date:    /    /
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