

# Community Economic Development Manager



<b>Position Title:</b>	Community Economic Development Manager (CED Manager)
	<ul style="list-style-type: none"> <li>• Hobart TAS</li> </ul>
<b>Reporting to:</b>	Head of Region
<b>Special work requirements:</b>	<ul style="list-style-type: none"> <li>• Frequent intra-regional travel to remote, regional and urban locations</li> <li>• Occasional interstate travel required</li> <li>• Full-time position</li> </ul>

## About Many Rivers

Inspired by Christian values, Many Rivers exists to help Indigenous and other Australians in disadvantaged circumstances to improve their situations through the provision of microenterprise and community economic development support and access to core business products and services, including microfinance.

Many Rivers' clients are seeking to move from welfare dependency to self-reliance and to making a valuable contribution to their communities and to the broader economy. When people impacted by disadvantage are not able to participate in the real economy, they remain disadvantaged.

In many of the regional and remote communities where we work there are limited job opportunities. Therefore, to create real economic growth and increase the opportunities for those in disadvantaged situations to overcome multiple economic and social challenges, Many Rivers enables enterprise creation and connection to mainstream economies. This in turn creates sustainable employment where often there are limited opportunities. Benefits accrue to the individual and their family, the community and the nation:

- Supporting and empowering individuals through business coaching to create new and diverse businesses, thereby increasing household income and assets and providing greater certainty and stability for families;
- Enabling increased availability of locally provided goods and services in remote, regional and urban locations, helping to build sustainable local economies; and
- Contributing to Australia's economic growth through supporting a reduced reliance on welfare and improvement in economic and social outcomes.

Many Rivers supports people to start in business, stay in business and thrive in business. We support clients to start enterprise and then journey with them as they develop their businesses, their business skills and coach towards a sustainable/thriving business.

CED works with regional and remote Indigenous communities that want to establish or grow economic activity on their land.

# Community Economic Development Manager

## CED Manager

The primary purpose of the CED Manager is to help Many Rivers achieve its Mission and Objectives. The CED Manager is responsible for providing economic development support to selected communities within a region using Many Rivers' CED frameworks and methodologies. In undertaking this work, the CED Manager is expected to follow and contribute to the development and implementation of Many Rivers' policies, processes and product initiatives. The CED Manager will undertake personal development and ensure a safe, healthy and sustainable work environment.

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## Responsibilities

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### Support Community Economic Development

The role includes:

- Working across the region to identify, recommend and engage suitable communities for economic development support as per Many Rivers CED readiness assessment;
- Applying the Many Rivers CED framework and methodologies to work with communities, formulating strategies, managing relationships and developing work plans that strengthen the foundations of the representative community body. Key areas are governance, operational capacity, financial management and strategic planning for sustainable economic management;
- Leading facilitation, and providing guidance and support to the agreed areas of work with the community body board and management, including internal and external stakeholders as required;
- Supporting groups with the establishment and/or expansion of net positive economic activity, including identification of economic opportunity, strategic/business planning, engagement with external stakeholders and establishment and management of business operations;
- As necessary, working through the complexity of regulatory, legal and other matters required to progress with economic plans; concurrently develop the communities' understanding of these matters; and
- Building and maintaining trusted relationships to provide ongoing support to communities, both within the community body, the wider Indigenous community and the non-Indigenous community.

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### Acknowledge and Support Indigenous Culture

- Operate with a high degree of respect and patience towards the specific challenges facing the communities while maintaining progress towards program outcomes.
  - Acknowledge and seek to understand the importance of culture when problem solving, building capacity and agreeing on areas of work.
  - Consult with Many Rivers Head of CED as required working through complex problems.
  - Contribute to Many Rivers' operational excellence in the area of Indigenous cultural awareness and knowledge.
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# Community Economic Development Manager

## Follow Many Rivers Policies and Processes

- Conduct the work of a MED Manager within the boundaries of Many Rivers' policies and processes.
- Use the Many Rivers Client Relationship Management system (CRM) to manage all client information ensuring information is accurate, current and confidentiality is maintained.
- Comfortably use phone, computer and internet technology to manage client relationships, undertake research, communicate and manage diary.
- Actively participate in a culture of leading practice and continuous improvement.

## Ensure Work Health and Safety

- Manage work practices and travel schedule to ensure safety and sustainability.
- Ensure that Many Rivers' responsibilities for safety and occupational health are implemented and complied with (through adoption of Many Rivers' policies and procedures for Equal Employment Opportunity, Affirmative Action, Anti-Discrimination and all WH&S legislations). This includes promptly reporting all accidents, incidents and hazards to your reporting manager.

## Undertake Personal Development

- Implement ongoing personal and professional development strategies and plans to improve job performance and work relationships as agreed with your reporting manager.
- Actively and positively participate in Many Rivers' review of business and individual performance.

## Other Responsibilities

- As a CED Manager you will not have a fixed place of work and frequent intraregional travel is a fundamental component of your role and essential for you to successfully meet your KPIs, including extensive driving and use of public transport options. Approximately 2 weeks travel per month will be required. CED Managers need to schedule their work to ensure that all communities across the region are served in a timely manner and in a way that optimises the ratio of community contact time with travel time and cost, at times travel will require up to a consecutive week within a community. Occasional interstate travel is required.
- Many Rivers works in complex situations. Our work can regularly require us to work additional and non-standard working hours. We do not provide time-in-lieu. However, we expect each Team Member to work sustainably and safely over the long term and to rest appropriately.
- CED Manager must work within the approved operational budget of the CED regional office and in accordance with the Many Rivers Expenses Policy. Any clarifications should be agreed with your reporting manager prior to expenditure being incurred.

# Community Economic Development Manager

## Performance

KPI	Measure	Target*
Strong Foundations	<ul style="list-style-type: none"> <li>Number of communities supported.</li> <li>Mandated Compliance (e.g. ORIC, NSW ALC, ASIC, etc.) met.</li> <li>Many Rivers “Strong Foundations” met.</li> <li>Corporation members maintained or increased.</li> </ul>	<ul style="list-style-type: none"> <li>Working with 3 communities in the first year, increasing to 5 communities from Year 2.</li> <li>Working with each community for a 3-5-year period, intensely in years 1 to 3 and then less intensely in years 3 to 5.</li> <li>Supporting organisations to meet compliance requirements and to maintain full registration in each year of support.</li> <li>Achieving Many Rivers’ “Strong Foundations” assessment within two years of support being given, and then maintained thereafter.</li> <li>Supporting the number of community members associated with each organisation to be maintained or increased.</li> </ul>
Economic Agenda	<ul style="list-style-type: none"> <li>Agenda(s) agreed with community.</li> </ul>	<ul style="list-style-type: none"> <li>Completion of tasks mutually agreed and documented in the Many Rivers’ “Agenda” agreement.</li> </ul>
Economic Outcomes	<ul style="list-style-type: none"> <li>Community businesses established.</li> <li>Economic contribution to the community (return on Many Rivers’ investment).</li> <li>Organisation income and assets maintained/increased.</li> <li>Organisation employment maintained/ increased.</li> </ul>	<ul style="list-style-type: none"> <li>Community businesses established against the agreed “Agenda”.</li> <li>Baseline for economic gain collected per community.</li> <li>Economic contribution to the community that is at least 2.5 times the Many Rivers investment into the community over a 3-5-year period. This includes measurement of revenue, net assets and employment of the organisation, assessed against a baseline.</li> </ul>
Community Outcomes	<ul style="list-style-type: none"> <li>Microbusinesses established.</li> <li>SBiS established.</li> <li>Other financial/economic activity.</li> </ul>	<ul style="list-style-type: none"> <li>1 new MED business established per community.</li> <li>Review and contribution to development of SBiS curriculum and engagement of schools process.</li> <li>Evidence of other Many Rivers programs implemented and providing benefits to the community (e.g. SBiS).</li> </ul>
Operational Excellence	<ul style="list-style-type: none"> <li>Works safely and ensures occupational health for self and others.</li> <li>Undertakes personal development plan and contributes to team.</li> <li>Follows Many Rivers’ policies and procedures.</li> <li>Follows CED procedures accurately and according to timeframes.</li> </ul>	

\* KPI Targets may vary annually in accordance with the approved FY Business Plan & Budget

# Community Economic Development Manager

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## Personal Competencies

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### Character

- Fully aligned to Many Rivers' Mission, Objectives and Values.
- Share Many Rivers' motivation and commitment to serve people without regard to ethnicity, gender or religious affiliation.
- Impeccable integrity, trust, respect, stewardship and commitment to people in disadvantaged circumstances and strong cultural awareness.
- Impeccable accountability in the role.
- Personally motivated, proactive, organised and self-disciplined.
- Personal conduct that is professional, courteous and beyond reproach.
- High degree of comfort operating in situations with undefined processes or structures.
- High degree of emotional and social intelligence.
- High degree of comfort with adapting to and being responsive to changing circumstances.
- Considered and proactive thinker and problem solver, with the ability to accomplish activities and plans.
- High degree of patience and persistence in order to progress towards goals.

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### Skills

- Ability to work autonomously within organisational boundaries while equally being able to communicate and contribute as a member of a regional and national team.
  - Ability to identify priorities, project plan and manage efficiently. Also, able to communicate and demonstrate plans to the HOCED.
  - Ability to ask tough questions, call it as you see it and say no.
  - Well-developed verbal and written communication skills, including presentations, and ability to converse and speak in front of a variety of groups, both informally and formally, and at times without advance notice.
  - Excellent organisational and time management skills.
  - Ability to identify and develop possible economic activity, develop and understand cashflows, requirements for business start-up and growth, and interpret financial information.
  - Able to problem solve, create opportunities for communication and gather and analyse information.
  - Ability to lead and facilitate conversation and to introduce structure as appropriate to achieve objectives.
  - Ability to breakdown and communicate complex ideas with simplicity.
  - Many Rivers relies heavily on technology to communicate and carry out our daily work. CED Officers need to be comfortable with daily use of technology in particular phone, computer, internet technology and Microsoft Office suite (Excel, Word, PowerPoint and Outlook).
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# Community Economic Development Manager

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## Required Experience

- Experience with Indigenous culture and communities. Regional and remote preferred.
- Experience in facilitating planning with groups.
- Business establishment and management or commercial experience, with strong financial literacy.
- Project planning and management.

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## Desired Experience

- Economic and community development experience.
- Working knowledge of Aboriginal land rights and Native Title.

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## Qualifications

- Tertiary qualifications and training (TAFE and/or university), especially business, finance and community development.
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### *Mandated Compliance/Many Rivers “Strong Foundations”:*

Each community body will have compliance requirements related to its incorporation type. Additionally Many Rivers CED has a “Strong Foundations” checklist.

*Meets Expectations:* Achieves targets and consistently applies.

*Exceeds Expectations:* Exceeds targets, consistently applies and develops organisation.