

Albury Wodonga Regional Cancer Centre Trust Fund Inc.



POSITION TITLE:	MANAGER, AWRCC Trust Fund Inc.
REPORTS TO:	ALBURY WODONGA REGIONAL CANCER CENTRE TRUST FUND – BOARD CHAIRPERSON
AWARD/AGREEMENT:	ALBURY WODONGA HEALTH PAYROLL Classification Level: Grade 5 (HS2) \$1,839.40/w F/T (1 July 2023) 38 hour week AWARD: <u>Health and Allied Services, Managers and Administrative Workers Enterprise Agreement 2021-2025</u>
HOURS PER WEEK:	30 hours per week
ANNUAL SALARY:	\$1839.40/week or \$95,648.80 per annum plus SG (11%) Superannuation, plus car allowance of up to \$4,350 p.a. (5,000km at \$0.87c/km – 1 July 2023 rate)

BACKGROUND

The Albury Wodonga Regional Cancer Centre Trust Fund Inc. (AWRCCTF) acts to raise money and direct community donations to support cancer services in Albury Wodonga and surrounding regions of northeast Victoria and southern Riverina providing quality care to patients and families.

The Trust is a not-for-profit organization with tax deductibility and gift status. It is overseen by a volunteer Board of Management and supported by a small, dedicated team. The team, led by the AWRCCTF Manager is employed by Albury Wodonga Health, but report to and work directly with, the AWRCCTF Board.

PURPOSE OF THE POSITION

The AWRCCTF Manager is responsible for the efficient and transparent running of the Trust Fund, promotion of the Trust Fund to encourage community donations and reporting monthly to the Board – supporting sound and transparent governance.

Albury Wodonga Regional Cancer Centre Trust Fund Inc.



Primary duties include:

- Business management of the AWRCCTF including implementation of the Trust Fund Strategic Plan and reporting to the Board
- Delivery of major fundraisers and Trust iconic events
- Oversight of all Trust Fund fundraising and donations
- Engagement of regional communities and management of donor relationships
- Management of the Trust fund's day-to-day operations, including planning and personnel (staff and volunteer) management.

KEY RESPONSIBILITIES

STRATEGIC BUSINESS MANAGEMENT

1. SUPPORT THE OPERATIONS OF THE AWRCCTF BOARD

- Support the Board and AWRCC Stakeholders to review and update the **strategic plan** annually. Provide regular progress updates to the Board.
- Work with the Trust Board to develop, implement and maintain an appropriate **risk management** policy and procedures.
- Work with Treasurer to implement and maintain efficient **financial management and reporting** systems.
- Work with Secretary to implement systems and processes providing strategic and efficient **communication with the Board, and ensure the Trust meets governance requirements.**
- Drive initiatives to grow the level of funds raised for the Trust

Key Performance Indicators

- Trust Fund increasingly recognised and supported by the community - evidenced by an increase in donations from communities throughout the Albury Wodonga Regional Cancer Centre footprint.
- Legal and reputational risk to the organisation, board and employees is minimised through good governance and selection of fundraising activities aligned to our stated values.
- Board members, staff and volunteers are kept up to date with Trust Fund activities and engaged effectively and efficiently to help deliver key outcomes.
- Legal and financial reporting obligations of the Trust are met.

Albury Wodonga Regional Cancer Centre Trust Fund Inc.



2. FUNDRAISING

2(a) Corporate Friends Program

- Continue to develop new strategies for targeting donations from the corporate community.
- Continue to build relationships with existing and potential corporate donors to retain or gain their support.
- Oversee documentation/contracts provided to all Corporate Donors who sign up with the Trust Fund.
- Identify ways to engage and maintain these relationships.

Key Performance Indicators

- Retention of existing Corporate Donors.
- Number of new corporate donors recruited.
- Corporate Friends revenue and number growing.

2(b) Deliver “Sunshine Walk” signature event

- Oversee the planning and execution of the Sunshine Walk
- Plan, implement and evaluate Sunshine **Week** campaign.
- Plan, implement and evaluate Sunshine **Walk** campaign.
- Engage volunteers to help deliver Sunshine Week & Walk events.

Key Performance Indicators

- Achieve the key metrics set by the board for the Sunshine Walk and Sunshine Week.
- Increase numbers and engagement of new Sunshine Week/Walk supporters.
- Increase revenue from the campaigns year on year.
- Work towards the Sunshine Walk being the most significant community fundraiser in our Region.

2(c) Support delivery of other iconic AWRCTF events

- Support stakeholders to plan and implement the event and provide advice on event management strategies and approaches.
- Support the AWRCTF team to supply AWRCTF promotional material, marketing advice and donation acceptance methods for the events.

Albury Wodonga Regional Cancer Centre Trust Fund Inc.



- Ensure the Trust's reputation and integrity is maintained, and that stakeholders understand the Trust's boundaries and their responsibilities.

Key Performance Indicators

- Stakeholder event management teams are appropriately supported and maintain the Trust's reputation and integrity.
- Community donation receipting and handling of monies raised is transparent and accountable according to the Trust's standards.
- Stakeholders are appropriately thanked and acknowledged for their efforts.
- Iconic event revenue is maintained and continues to grow year on year.

2(d) Community Fundraising Events

- Encourage the community to co-ordinate events and activities for the Trust by regularly engaging with schools, service clubs and corporate organisations.
- Work with the Media and Communications Coordinator to assist with promotion of community events in aid of the Trust.
- Attend and/or support Board members to attend community events.

Key Performance Indicators

- Number of community fundraising events held. (Engagement)
- Geographical spread of community fundraising events (across Albury Wodonga and regional communities).
- Community fundraising event revenue growth year on year.

2(e) Funerals & Bequests Program

- Collaborate with the Board to develop new strategies for targeting donations from funerals & bequests.
- Oversee all initiatives identified by the Board to present this option to our community.

Key Performance Indicators

- Increase in the number of bequests made on a yearly basis.
- Maintain or grow revenue from bequests.
- A clear strategy of thanks and acknowledgement of the value of funeral donations or bequests received, to donor's family/loved ones.

Albury Wodonga Regional Cancer Centre Trust Fund Inc.



3. GRANT ASSISTANCE PROGRAM

- Develop and maintain relationships with key cancer service delivery stakeholders in the region to guide an understanding of the Trust's four pillars, investment priorities and selection guidelines.
- Review and update documentation for the grants program as required.
- Advertise and facilitate applications for Trust Fund grant programs.
- Co-ordinate grant assessment processes including engagement of the board in decision making.
- Support the preparation of applications to the Board, inform successful/unsuccessful applicants, organise contracts and ensure compliance with Trust requirements.

Key Performance Indicators

- The Trust Fund provides strategic and tangible support to address gaps in cancer services to Albury Wodonga and surrounding regions.
- A diverse range of quality grant applications for funding received from the Albury Wodonga Cancer Centre, cancer services and cancer support providers.
- Successful grants efficiently administered, reporting requirements met and the Board kept informed of progress via timely reports.

4. MANAGEMENT OF AWRCCCTF OPERATIONS

4(a) Staff Management

- Provide leadership to support staff to grow their skills and work together as a high performing team.
- Conduct annual reviews to ensure the team is effectively working towards the goals of the AWRCCCTF strategic plan.
- Review staffing levels and PDs bi-annually and make recommendations to the Board as required.

Key Performance Indicators

- Trust Fund staff are working harmoniously and efficiently to their strengths and supported with professional development opportunities.
- Annual performance reviews conducted, staff needs reviewed and strategically addressed.
- All leave entitlements are managed efficiently and reported regularly.

4(b) Volunteer Management

Albury Wodonga Regional Cancer Centre Trust Fund Inc.



- Recruit and work with volunteer “Cancer Pal” community advocates in regional towns to extend awareness of the Trust in outlying communities, and consequently promote donations.
- Recruit and maintain an active fundraising committee to help with key fundraising initiatives.
- Conduct regular Fundraising Committee meetings and allocate tasks in line with individual capabilities and networks.
- Source volunteers as required to support Trust initiatives.

Key Performance Indicators

- The number of volunteers and ambassadors grows from the base number set in the previous year.
- Volunteers help extend the capability of the Trust Fund to promote and deliver fundraising activities.
- Regional ambassadors facilitate better engagement between the Trust Fund and regional/rural areas.

4(c) Financial Management

- Assist the treasurer with Trust Fund budgets, acquittal of funds and expenses.
- Work with the Treasurer to prepare financial reports for the Board.
- Ensure all financial transactions are transparent and donations/community fundraising income is managed in accordance with Board expectations and legal obligations as a registered charitable organisation.
- Manage and secure handling of monies (cash) raised and report regularly.

Key Performance Indicators

- Financial data available for reporting within Board timeline requirements.
- All donations to the Trust and expenditure of funds is transparent and reported.
- The Trust Fund’s legal obligations re financial reporting and management are met.

4(d) Promotion of the AWRCTF

- Oversee preparation, implementation and report on an annual marketing plan and budget.

Albury Wodonga Regional Cancer Centre Trust Fund Inc.



- Attend community events to speak about the Trust and its work - in conjunction with board members.
- Promote the Trust with prospective donors, businesses and community groups.
- Oversee the development of the Website, Shine Newsletter and associated promotional and marketing materials.

Key Performance Indicators

- Marketing initiatives delivered on time and on budget.
- Trust Fund increasingly recognised and supported by the community, evidenced by an increase in community engagement, events and number and value of donations.

QUALIFICATIONS, SKILLS & EXPERIENCE

Essential

- Skills and experience in building and leading a high performing team.
- Highly developed organisational skills, including demonstrated ability to manage time effectively.
- Highly developed interpersonal and relationship management skills, including the ability to liaise effectively with team members, corporate donors and community stakeholders.
- Experience managing financial accounts, receipts and payments and record keeping.
- Highly developed computer skills including using web-based systems and tools as required by the Trust for its successful operation.
- A current Australian driver's licence, successful National Police Check and Victorian **and** New South Wales Working with Children Checks.

Desirable

- Experience in working with regional communities.
- Experience working for a not-for-profit or charity organisations; and
- Event management / logistics experience

Albury Wodonga Regional Cancer Centre Trust Fund Inc.



CORE COMPETENCIES OF THE ROLE

The core competencies that the AWRCC Trust Fund is looking for in its team members are:

- **Teamwork:** the ability and desire to work cooperatively with others in a team, pro-actively contributing to the knowledge, performance and achievements of the team.
- **Initiative:** the ability to identify what needs to be done and doing it.
- **Professionalism:** professional behaviour and appearance aligned with the Trust's image. Ability to maintain confidentiality of Trust information. Preparedness to abide by the Trust's policies and practices at all times.
- **Personal qualities:** integrity, professionalism, self-awareness, flexibility and reliability.

KEY SELECTION CRITERIA

- 1 Ability to work with the Board and team to raise funds for the Trust across our regional communities.
- 2 Demonstrated drive to organise, support and encourage community fund raising activities and realise a growth in funds for the Trust.
- 3 Demonstrated skills in working with volunteers, donors and corporations to raise funds and gather commitments to raise monies for the Trust.
- 4 Demonstrated empathy and alignment to the cause and goals of the Trust and an ability to engage others in the passion of the Trust.
- 5 Management skills applicable to a board led organisation which engages its people in the strategic direction of the Trust and relationships across the community.
- 6 Ability to be the "face" of the Trust in the community, liaising with the Board and team while portraying the values and directions of the Strategic Plan of the Trust.

ACCEPTANCE & ACKNOWLEDGEMENT

I confirm that I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

I understand this position description identifies the key responsibilities of the position. Team members are expected to carry out any duties, within the scope of their ability, that are necessary to fulfil the position objectives.

Albury Wodonga Regional Cancer Centre Trust Fund Inc.



It is expected that this position description will change over time due to the nature of the AWRCC Trust's activities. Any proposed changes will be discussed with the incumbent.

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description and the Health and Allied Services, Managers and Administrative Workers Enterprise Agreement 2021-25 .

This position is managed and supervised by the AWRCC Trust Board. The employment contract is with Albury Wodonga Health and is an award-based position with all rights available under that award.

Employee Signature:

_____ Date _____

AWRCC Trust Inc. Board Chairperson Signature:

_____ Date _____

Michelle Hensel (Chair)

Next review date: