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 to lead and manage ADRA's operations across South Queensland. Working closely with local churches, volunteers, community partners, and stakeholders, the successful applicant will support the development, implementation, and oversight of community projects that create meaningful and lasting impact.

As part of both the South Queensland Conference and ADRA Australia's National Programs team, the Regional Manager will build strong partnerships, identify opportunities for new initiatives, support fundraising and church engagement activities, and contribute to emergency preparedness and response efforts.

The successful applicant will be an organised and collaborative leader who is passionate about ADRA's mission and committed to empowering communities through practical service and sustainable development.

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 100 countries, we are motivated by our faith, to enable people and communities in Australia, the South Pacific, Asia, Africa, and the Middle East, to improve their health, education and livelihoods, and assist people to prepare for and recover from disasters in Australia and 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.
C*ourageous* - 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

- Commitment to the purpose, mission and values of ADRA Australia and the Seventh-day Adventist Church.
- A related diploma or degree with at least four years' experience in project management, community development, leadership, or a related field.
- Demonstrated experience leading staff, volunteers and cross-functional teams.
- Experience engaging with churches, community organisations, funding bodies and other stakeholders.
- Experience in fundraising, grant applications and securing project funding.
- Strong communication, organisational and relationship management skills.
- Ability to manage multiple projects and priorities effectively.
- Confidence using technology and data management systems.
- Proficiency in Microsoft Office and other workplace technology platforms.
- Proven and demonstrated organisational and time management skills.

Desirable

- Experience working in a faith-based, community development, humanitarian or not-for-profit organisation.
- Experience managing grant-funded projects.
- Experience in volunteer mobilisation and church engagement.
- Knowledge of emergency management, disaster response or community resilience initiatives.
- Experience working within church-based community networks.

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:

Kuren Galant,
People and Culture Manager 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.

Connected
Courageous
Compassionate

Position Title:	Regional Manager- South Queensland
Department:	National Programs
Reports To:	National Programs Director
Team Supervision:	ADRA staff and volunteers in SQ

Full / Part Time:	Full Time – (Two-year fixed term contract)
Revised Date:	November 2026

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

The ADRA SQ Regional Manager is responsible for leading and managing ADRA's operations across South Queensland, ensuring the effective development, implementation, and oversight of community projects. This role fosters strong relationships with local churches, volunteers, and stakeholders, while collaborating closely with partnering Conference and the ADRA Australia National Programs team to align regional initiatives with national strategies.

***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 including WHS policies.

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

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

Key Selection Criteria: A related diploma/degree with at least 4 years of proven experience in project management and community development; strong leadership and interpersonal skills, with experience managing volunteers; demonstrated ability to engage and collaborate with churches and communities; experience in fundraising and stakeholder engagement; excellent communication, organisational, and problem-solving skills; and commitment to ADRA's and the Seventh-day Adventist Church's mission and values.

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

Areas of Responsibility	Actions / Tasks / Objectives What is to be done in this area	Measures of Success / KPI's How job performance will be measured
INTEGRATION IN NATIONAL PROGRAMS TEAM	• Engage in the development of the National Programs strategy development and reviews. • Work closely with the National Programs team to ensure regional alignment with national strategies. • Participate in weekly planning and coordination meetings with National Programs staff.	• Engagement at National Programs strategy development and reviews. • Weekly attendance at National Programs meetings and ADRA Australia weekly meetings. • Regular and valuable contributor to discussions • Positive influence on team
INTEGRATION IN CONFERENCE(S) TEAM	• Engage in scheduled conference team meetings and strategy development • Engage in periodic one-on-one catch ups with assigned conference officer	• Attendance at scheduled conference team meetings • Positive Feedback from Conference President re engagement in strategy development • Monthly or bi-monthly catchups with assigned officer

PROJECT DEVELOPMENT	• Identify community needs and opportunities for new project initiatives in collaboration with local churches and stakeholders. • Lead the design and development of project proposals with the support of the Program Development Coordinator, that align with ADRA's mission and strategic priorities. • Proactively seek funding opportunities from local councils, philanthropic foundations, and government grants and other local funders. • Build and maintain relationships with funding bodies, including preparing and submitting high-quality funding applications and grant proposals. (Federal Grants will be managed by the Grant Coordinator.)	• # of projects developed per year. • # of churches or community groups trained in project development per year. • # of successful funding submissions
PROGRAM MANAGEMENT	• Oversee the operations of ADRA community projects across SQ, ensuring they are delivered on time, within scope, and within budget. • Supervise all project managers and provide effective support to ensure that ADRA projects are running according to the approved proposal and budget. • Monitor project performance using ADRA's reporting tools and frameworks, ensuring compliance with internal policies and external funding requirements. • Conduct regular site visits and evaluations to assess ADRA project progress, identify challenges, and implement solutions. • Ensure risk management practices are in place and adhered to across all projects. • Facilitate training and capacity-building for ADRA project teams to enhance effectiveness and sustainability. • Prepare and submit timely reports to ADRA Australia's National Programs team, including project outcomes, financial updates, and lessons learned. • Coordinate with finance and operations teams to manage project budgets, procurement, and resource allocation. • Assist in Op Shop matters when requested by Op Shop management team from head office.	• # projects properly implemented, acquitted, monitored and reported within given timeframes. • # of project managers effectively supported to manage their projects • # of churches or community groups trained in project management per year. • Data systems/platforms are regularly updated and maintained
VOLUNTEER MANAGEMENT	• Provide leadership and ongoing support to volunteer managers and key volunteers, ensuring clarity of roles, responsibilities and expectation and fostering a positive and inclusive environment that encourages retention and growth. • Collaborate with community partners to identify volunteer opportunities and mobilise community involvement. • Recognise and celebrate volunteer contributions through appreciation events, awards, and regular communication. • Ensure volunteers are equipped with the necessary tools, resources, and training to carry out their roles safely and effectively.	• # of volunteer managers onboarded on ADRA's purpose, values, volunteer manager role expectations and key policies. • # of volunteer managers and key volunteers who indicate that they feel supported and resourced effectively. • Annual recognition of volunteers • 100% of volunteers have been fully screened following ADRA's procedures before commencement

CHURCH ENGAGEMENT AND FUNDRAISING	• Collaborating with the Church Engagement Officer to:
	  ○ Identify and recruit ADRA Champions within local Seventh-day Adventist churches across SQ to serve as key liaisons for ADRA's mission and activities.
	  ○ Inspire and mobilise church communities to participate in fundraising initiatives such as ADRA Appeal, End-of-Year Campaigns, and Emergency Response Appeals.
	• Collaborate with ADRA Australia's Supporter Engagement team to ensure consistency of communication, assets, branding and any fundraising engagement.
	• Oversee roll out and implementation of the Mission Ready initiative
	• Present and preach at Churches, minister's meetings and Big Camps highlighting biblical compassion messages demonstrated in ADRA projects and promote volunteerism.
		• # of new ADRA Champions recruited per year
		• # of presentations/sermons in churches (a minimum of 10 presentations/year is expected)
		• Coordination of ADRA's engagement at Big Camp in harmony with plans developed between National Programs and Supporter Engagement.
		• # of churches engaged in Mission Ready
		• # of mission Ready initiatives commenced
		
		• Yearly % increase in church-based fundraising in SQ

EMERGENCY MANAGEMENT	• In coordination with the Emergency Management team, support Level 0 responses and actively contribute to Level 1 and higher activations, taking on assigned roles and responsibilities as needed. • In coordination with the Emergency Management team, help identify and support churches and projects for emergency preparedness and response programming and contribute to the training and development of National Emergency Response Teams (NERT) to strengthen regional preparedness.	• # of Level 0 and Level 1 activations effectively and successfully collaborated in • # of churches and projects with active response plans
OTHER DUTIES AS ASSIGNED BY SUPERVISOR	• Other duties as assigned by the National Programs Director.	• As needed.

Employee Signature:		Supervisor(s) Signature(s):		Date: / /
Print Employee Name:		Print Supervisor Name:		

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 Adsafe*?	
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.*