

POSITION DESCRIPTION

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| Position Title | Program Coordinator, Solomon Islands (RVAW & PWDSI) |
| Time Commitment | Full-time (1.0 FTE) permanent |
| Location | Level 4, 333 Queen St, Melbourne: hybrid work from home and office model |
| Award Classification | SCHADS 4 |

ABOUT THE ORGANISATION

IWDA is an Australian-based organisation, resourcing diverse women's rights organisations, primarily in Asia and the Pacific, and contributing to global feminist movements to advance our vision of gender equality for all.

VISION: Gender equality for all

PURPOSE: To defend and advance the rights of diverse women and girls

VALUES: Feminist, Accountable, Collaborative, Transformative

OUR GOALS 2023-2025:

1. Resource and contribute to a resilient and vibrant feminist movement, primarily in the areas of freedom from violence and power, leadership and civic space
2. Promote systemic change towards gender equality for all
3. Build a resilient and relevant feminist organisation

We resource the work of diverse women's rights organisations, enable them to be more effective by providing support that goes beyond money, and we make our own contributions to feminist movements through advocacy, knowledge creation and translation.

As part of this contribution, we take actions to decolonise our approach to feminism and development. We want to become the best we can be at the partnerships across the Majority and Minority worlds. This means we seek to understand and leverage our locational power so that we know when to:

STEP UP and use our power to leverage resources and access for women's rights organisations, and make our own contribution to feminist movements

STAND WITH feminist movements in solidarity and amplify the work of global south actors

STEP BACK when others are better placed to take the lead

SIT WITH uncertainty, embrace communal learning and deep listening, and accept that time is needed to collectively discern the best course of action.

Our [Strategic Plan 2025](#) outlines a third way between the models of women's funds and international development NGOs.

International Women's Development Agency (IWDA) has an EO exemption (H69/2022) and requests applications from people who identify as women only (including trans women).

*IWDA welcomes people with different skills and life experiences, and encourages women from culturally and linguistically diverse backgrounds, women with disabilities and First Nations women to apply. **Preference will be given to applicants who have experience in, or strong community ties to, one of the countries in which IWDA supports partners.***

Any offer of employment will require a National Police Check and endorsement of IWDA's Child Protection Code of Conduct. All applicants must be legally entitled to live and work in Australia.

POSITION SUMMARY

This role works with the Program Manager – Solomon Islands in a portfolio that currently holds two grants (DFAT and EU), funding two programs implemented by three national organisations within Solomon Islands.

The Responding to Violence Against Women (RVAW) program is funded through DFAT and supports the Christian Care Centre (CCC) and Family Support Centre (FSC) to respond predominantly to women, girls and children escaping situations of violence, providing them with safe accommodation and access to health, counselling and legal services. These organisations also work with communities in anti-violence awareness and education, and advocacy and with Government as part of the National SAFENET. Phase III of this program began in Feb 2024.

IWDA supports Disabled Persons Organisation Solomon Islands (DPOSI / PWDSI), in a project focused on Strengthening Civil Society Organisations and Human Rights in Solomon Islands funded by the EU. This includes DPOSI working with other NGOs and CSOs to address inequality for people with disabilities and increase access to services and opportunities, as well as working with National Government on policy and legislation. This project has just completed its second year of implementation.

The Program Coordinator supports the management of grants and associated contracts to enable the partner organisations to implement their work in their communities. The Program Coordinator works within mutually respectful relationships with partners; collecting and collating information and supporting partner processes as necessary, along with the Program Manager, to meet program and contract requirements.

The Program Coordinator role sits within the Partnerships Team and reports to the Program Manager. The Program Coordinator will contribute to the positive, collaborative and encouraging culture of the Partnerships Team and participate in IWDA's organisational learning approach and be committed the organisation's inclusive culture and work collaboratively with teams across the organisation.

IWDA is committed to the wellbeing and safety of our staff. IWDA works through a hybrid approach supporting all team members to work flexibly, fully equipped from home as well as from our office in Melbourne. The candidate will be expected to work from our physical office space at least two days a week.

The safety and wellbeing of children, and other vulnerable persons engaged in IWDA's programs is also a priority for IWDA. We have strong recruitment processes in place to ensure the safest and most suitable people are employed by our organization.

KEY RELATIONSHIPS

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| Reports to: | Program Manager, Solomon Islands (RVAW/PWDSI) |
| Internal: | Senior Program Manager, Director of Systemic Change and Partnerships, Partnerships Team, Business Transformation Team, Finance Team, IWDA Staff, Interns and Volunteers |
| External: | Donors, Partners, Consultants, gender and development networks and relevant Non-Government Organisations within Australia and the Pacific |

KEY RESPONSIBILITIES.

1. Collaborate with the Program Manager, Solomon Islands (RVAW/PWDSI), for effective program coordination and learning

The Program Coordinator will support the Program Manager with:

- Program and partner support, including monitoring, evaluation and learning processes, taking the lead in quantitative data capture, collation, quality control and reporting
- Development of program budgets, annual plans and partner Funding Order agreements and variations
- Delivery of accurate and complete financial and narrative reports to donors including liaising with partners to ensure they provide quality and timely inputs
- Field visits as required with particular focus on due diligence spot-checks and compliance mapping

- Developing/reviewing of process and policy documents to support partner operations

The Program Coordinator, with Program Manager support, will hold responsibility for

- Tracking and supporting partners to meet donor compliance standards, including, but not limited to, risk management, Anti-Fraud and Corruption, Child Protection and Prevention of Sexual Exploitation and Harassment
- Effective financial administration including monitoring against budgets, processing partner acquittals, preparation of funds transfers and addressing variances as required in consultation with partners
- Effective data coordination and management of program records, including drafting and filing records of meetings and regular updating team tracking and management tools
- Support consultants through contracting for identified deliverables
- Event logistics

2. Partnership building and relationship management

- Work with partner organisations through feminist partnership building approaches and in-line with IWDA's decolonial framework and 4Ss approach to ensure vibrant and equal partnerships
- Actively contribute to IWDA's alliance and network approach to strengthen women's movements nationally, regionally and internationally through engaging in respectful and mutual partnerships
- Contribute to strong working culture through building positive and constructive working relationships with members of IWDA's Systemic Change & Partnerships Team and other teams

3. Organisational Development and Participation

- Documenting stories and lessons learned through the program to contribute to organisational learning and IWDA communications and fundraising
- Contribute to IWDA's resource mobilisation through providing support in tracking, preparing and submission of program proposals or applications for program funding or grants
- Participation in internal monitoring and reporting requirements such as team work plans, risk management, and agency reporting, including contributing to organisation MEL data collection, analysis and reporting
- Contribute to IWDA agency governance, communication, policy and compliance requirements, as relevant to area of responsibility, as they arise
- Contribute to IWDA organisational culture building, and diversity and inclusion work as required
- other administrative tasks as required

As with all employees, the role holder will also contribute to IWDA organisational processes as appropriate to their seniority in the organisation. These include: monitoring, evaluation and learning; budgeting, planning and reporting, and organisational culture building, including improving organisational drivers of diversity and inclusion and the continual work towards becoming an anti-racist organisation.

SELECTION CRITERIA

| Technical Experience | Behavioural Competencies |
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| <p>Essential</p> <ol style="list-style-type: none"> 1. Experience (voluntary or paid) working within the international development sector or local programs in an NGO setting 2. Demonstrated record of success in maintaining administration and tracking systems, preferably in support of project management 3. Strong financial acumen and well-developed computer proficiency in Microsoft Office Suite 4. Strong written communication skills, including the ability to adapt writing and presentation style for a range of audiences and | <ul style="list-style-type: none"> • Valuing Diversity • Empowerment • Managing Work & Quality • Acting with Transparency • Building Trusting Relationships • Collaborating for success • Learning, Improving & Adapting • Judgement & Decision Making |

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| <p>purposes including correspondence, proposals or submissions, report writing and minute taking</p> <ol style="list-style-type: none"> 5. Commitment to feminism, diversity, inclusion and decolonisation 6. Self-motivated and demonstrated ability to follow directions and progress agreed tasks with ownership and autonomy, and as an effective team member, promoting cooperation and commitment to achieve goals 7. A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions, and deadlines <p>Desirable</p> <ol style="list-style-type: none"> 8. Experience in, or strong community ties to, one of the countries in which IWDA supports partnerships 9. Experience supporting the implementation of disability and safeguarding practices and policies 10. Experience with monitoring, evaluation and learning processes or a willingness to learn 11. Tertiary qualification in International Development or related field (or working towards) or equivalent experience | |
| GENERAL CONDITIONS | |
| <p>All IWDA staff and volunteers are required to:</p> <ul style="list-style-type: none"> • Support and demonstrate IWDA's Values and Behavioural Competencies • Act at all times in accordance with IWDA's Code of Conduct and Policies • Act at all times in accordance with IWDA's Child Protection Policy and Code of Conduct • Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices • Undertake a police check prior to commencement and every 2 years thereafter. | |
| TRAVEL REQUIREMENTS | |
| <p>This role may involve some travel (approximately 4 weeks a year) to remote locations and the incumbent must be confident and fit to travel to such locations.</p> <p>It is a condition of employment that staff abide by all IWDA Policies and Procures, particularly in relation to Occupational Health and Safety and security and safety.</p> | |