

POSITION DESCRIPTION

Position Title	Program Manager, Solomon Islands Responding to VAW and Strengthening Human Rights Programs
Time Commitment	Full-time (1.0 FTE), permanent
Award Classification	SCHADS 6
Location	Level 4, 333 Queen St, Melbourne. Hybrid WFH and office
ABOUT THE ORGANISATION	
<p>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.</p> <p>VISION: Gender equality for all PURPOSE: To defend and advance the rights of diverse women and girls VALUES: Feminist, Accountable, Collaborative, Transformative</p> <p>OUR GOALS 2023-2025:</p> <ol style="list-style-type: none"> 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 <p>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.</p> <p>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:</p> <p>STEP UP and use our power to leverage resources and access for women’s rights organisations, and make our own contribution to feminist movements</p> <p>STAND WITH feminist movements in solidarity and amplify the work of global south actors</p> <p>STEP BACK when others are better placed to take the lead</p> <p>SIT WITH uncertainty, embrace communal learning and deep listening, and accept that time is needed to collectively discern the best course of action.</p> <p>Our Strategic Plan 2025 outlines a third way between the models of women’s funds and international development NGOs.</p> <p><i>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).</i></p> <p><i>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.</i></p> <p><i>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.</i></p>	

POSITION CONTEXT AND FOCUS

This role is responsible for managing two grants (DFAT and EU) in support of two projects implemented by three national organisations within Solomon Islands.

The Responding to Violence Against Women (RVAW) is funded through DFAT and supports the Christian Care Centre and Family Support Centre 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 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 improve equality and access for people with disabilities to services and opportunities and well as working with National Government on policy and legislation. This project is in its final year of implementation within the current phase.

The Program Manager manages the funding grants and associated contracts for these partners to implement the work that they do in their communities. It focuses on ensuring that contract deliverables are met to a high standard and within the agreed timelines. This requires supporting partners in their reporting and acquitting processes and translating these into donor facing reporting. In doing so, the Program Manager works within mutually respectful relationship with the partners to provide support in identified areas of strengthening and as required.

This Program Manager role sits in the Partnerships team within the broader Systemic Change & Partnerships Team and reports to the Senior Program Manager. The Program Manager will contribute to the positive, collaborative and encouraging culture of the Partnerships Team, participate in IWDA's organisational learning processes, be committed to 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 in a hybrid model, 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 in the CBD at least two days a week.

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

KEY RELATIONSHIPS

- Reports to: Senior Program Manager
- Supervises: Program Coordinator, Solomon Islands (RVAW & DPOSI)
- Internal: Systemic Change & Partnerships Team, Research, Policy & Advocacy (RPA) Team, Finance, People & Culture and Operations Team, Executive Leadership Team (ELT), Board, Staff, Volunteers and Interns
- External: Christian Care Centre (CCC); Family Support Centre (FSC), Disability People's Organisation Solomon Islands (DPOSI), Department of Foreign Affairs and Trade (DFAT) Solomon Islands and Canberra; European Union (EU) Pacific Regional, relevant Non-Government Organisations (NGOs), relevant Women's and Development networks

KEY RESPONSIBILITIES

Program management

- Manage donor funding across IWDA and partner expenditure transparently and with accountability
- Manage consolidated quality reporting to donors – narrative and financial. Support is provided by the Finance team on reviewing and approving all financial reporting

- Manage funding contract and ensure deliverables are met, are of a high standard and submitted to the agreed timeline
- Secure and maintain funding to support the work of the partners
- Support program management across all areas of the program cycle, as led by partners. This includes: annual program work planning, budgeting and risk management; supporting partner reporting (narrative and financial); providing organisational strengthening support to partners as required; coordinating and participating in advocacy, consultant contract management and advocating with partners in donor spaces
- Manage monitoring and evaluation and phase designs of the program to support quality, accountability and learning, including field visits where/ when possible
- Manage support to partners to meet compliance and due diligence standards especially in relation to prevention of sexual exploitation, abuse and harassment (PSEAH), child protection and financial management with a focus to the specific needs of the partner
- Manage country security plans to ensure ongoing relevance
- Work collaboratively to manage and deliver the program work plan including delegation and support to the Program Coordinator to ensure all program cycle deliverables are met

Partnership building and relationship management

- Sustain, manage and grow the relationships across partners with IWDA through feminist partnership building approaches
- Provide operational supervision and work plan guidance to the Program Coordinator
- Liaise with DFAT, especially at post, EU, other NGOs and stakeholders on key gender equality outcomes in line with IWDA's Strategic Plan
- Actively contribute to IWDA's alliance and network approach to strengthen women's movements nationally, regionally and internationally
- Contribute to strong working culture through building positive and constructive working relationships with members of IWDA's Systemic Change & Partnerships Team and other teams

Organisation development and program planning

- Contribute to IWDA's resource mobilisation through identifying and pursuing opportunities to secure new and/or additional funding for the program and developing high quality funding proposals
- Contribute to 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
- Represent IWDA at relevant inter-agency meetings, working groups, conferences or workshops
- Document stories and lessons learned through program, partnership, and field experience to contribute to country program development, organisation learning and in support of IWDA's communications strategy
- Relevant 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 Competencies	Behavioural Competencies
<p>Essential</p> <ol style="list-style-type: none"> 1 Substantial experience in program management and contract management including applying for and managing grants for international or local programs in an INGO setting, as well as report writing demonstrating program impacts 2 Demonstrated understanding of, and strong experience with, financial management including budget negotiations, complex multi-partner budget development, supporting and reviewing acquittals, forecasting and variance reporting and consolidated donor financial reporting 3 Effective people management skills to: support and empower a Program Coordinator to work collaboratively; independently meet role responsibilities; and grow within the role 4 Strong understanding of gender equality and women’s rights issues and social inclusion (in the international context - Pacific region preferred) 5 Demonstrated experience building and supporting healthy long-term partnerships with local autonomous partners and working respectfully within these relationships 6 Experience managing donor relations, including proven negotiation skills 7 Demonstrated experience with monitoring, evaluation and learning, preferably in gender equality focused programs 8 Relevant tertiary qualifications 9 Highly developed interpersonal skills, including in cross-cultural contexts 10 Self-motivated and demonstrated ability to work independently with minimal supervision, and as an effective team member, promoting cooperation and commitment to achieve goals 11 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 12 Commitment to feminism, diversity and inclusion <p>Desirable</p> <ol style="list-style-type: none"> 13 Experience working in the Pacific, and / or with Pacific women’s rights organisations/activists 14 Experience leading safeguarding processes and compliance 15 Experience working with feminist programs including feminist approaches to partnership and advocacy 	<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
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 • Comply with IWDA’s Occupational, Health, Safety & Wellbeing Policy and practices • Act at all times in accordance with IWDA’s Child Protection Code of Conduct and Policy • Undertake a police check prior to commencement and every two years thereafter. 	

TRAVEL REQUIREMENTS

Program Managers are required to undertake approximately six to eight weeks travel per year. Travel to remote locations is a requirement and the incumbent must be confident and fit to travel to such locations. 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.