

POSITION DESCRIPTION

Position Title	Senior Program Manager
Time Commitment	Full time (1.0 FTE), permanent
Classification	SCHADS 6 – paid above Award
Location	Level 4, 333 Queen St Melbourne. Hybrid WFH and office
ABOUT THE ORGANISATION	
<p>IWDA is an Australia 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</p> <p>PURPOSE To defend and advance the rights of diverse women and girls</p> <p>VALUES Feminist, Accountable, Collaborative, Transformative</p> <p>STRATEGIC GOALS 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 2025 Strategic Plan 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 (cis or trans).</i></p> <p><i>The successful candidate will work closely with our partner organisations based in the Pacific and South East Asia, to meet the specific needs of women in those regions. Accordingly, IWDA will prioritise applications from women (cis or trans) with lived experience in the Pacific or South East Asia; that is, from individuals who are native to a culture of the Pacific or Asia including to an Indigenous culture in a settler society in the Pacific.</i></p> <p><i>Any offer of employment will require a National Police Check and endorsement of IWDA’s Safeguarding Code of Conduct. All applicants must be legally entitled to live and work in Australia.</i></p>	

POSITION SUMMARY

The Senior Program Manager (SPM) is a key leadership role at IWDA, responsible for leading IWDA's partnerships in Asia and the Pacific. Reporting to the Director, Partnerships and working closely with the Partnerships team and Executive Leadership Team (ELT), this role drives and administers systematic approaches to program development, implementation and financial management as well as leading cross-team engagement to establish and improve operational policies and processes. The role also supports the successful implementation of advocacy, monitoring, evaluation and learning related to the portfolio.

Leading a team of Program Managers and Coordinators, the Senior Program Manager leads the development of relevant team strategy and operational processes, including the development of thematic frameworks and guidance, within their program portfolio, and ensures the delivery of contractual obligations and an integrated program.

This role also engages with key external stakeholders, alliances, networks and working groups, is a key representative of IWDA in the community, and maintains and enhances links and dialogue with government, donors and key agencies.

The SPM role sits in the Partnerships Team and reports to the Director, Partnerships. The SPM will contribute to the leadership of a positive, collaborative and encouraging culture within the Partnerships Team, participate in IWDA's organisational learning activities, demonstrate commitment 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 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 organisation.

KEY RELATIONSHIPS

Reports to:	Director, Partnerships
Manages:	A team of Program Managers and Coordinators (6-10 staff)
Internal:	Partnerships Leadership Team (PLT), Partnerships Team (PT), People, Finance & Operations Team, Knowledge Translation & Equality Insights Team, Senior Leadership, Executive Leadership Team, Board, Staff, Volunteers and Interns
External:	Partners, consultants, donors and relevant non-government organisations, women's and development networks within Australia and overseas

KEY RESPONSIBILITIES

1. Leadership, Management & Teamwork

- Manage a Partnerships sub team with diverse competencies, experience and responsibilities and support team members to strengthen their skills and capabilities through mentoring and coaching
- Encourage a whole of Partnerships team culture of reflection and learning; accountability and transparency; collaboration and high performance and cultivate a practice of self-awareness and self-knowledge
- Support an organisational culture that progresses a decolonised and feminist approach to partnership
- Contribute to organisational leadership by developing and maintaining collaborative relationships with other senior managers, and working across teams, consistent with the Strategic Plan and operational priorities

2. Program Quality and Partnerships

- Ensure timely and effective program management through the program cycle including safeguarding; risk and financial management in line with IWDA's program management systems, financial controls, donor requirements, contracting and compliance standards
- Ensure reporting to the IWDA Board and donors is timely, accurate and high quality
- Ensure program results, challenges and lessons learnt are shared with partners, communities and current and potential donors
- Provide strategic advice and analysis on key issues and developments within the program and country portfolio and good practice within the sector
- Ensure project and program monitoring and evaluation guides program implementation through identifying lessons learned and best practice into current and future programming, in collaboration with Senior Program Manager, Quality
- Oversee the design of high-quality proposals and secure new funding to support IWDA Resource Mobilisation priorities
- Provide leadership and oversight of partner capacity development and support
- Support the Director to embed systemic change through integrating cross departmental knowledge and expertise and ensuring integrated strategies are implemented across the Partnerships team's work

3. External Relationship Management

- Maintain and develop mutually beneficial partnerships with women's rights organisations in the region
- Undertake general and targeted engagement with donors, including prospecting for new or emerging donors, plus engaging and maintaining existing bilateral donor relations
- Maintain and develop relationships with other INGOs, research institutions and policy organisations; women's movements and actors working on gender equality (in collaboration with the Feminist Movement Strengthening Advisor); safeguarding; and disability inclusion and climate justice to learn from their approaches and to influence their practices
- Identify opportunities to promote the work of IWDA and partners

4. Other

- From time to time, the Senior Program Manager may have to take on responsibilities not outlined in this position description. For example, from time to time, the Senior Program Manager may have to undertake program/project management in addition to the role of Senior Program Manager.

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

Essential:

1. Demonstrated success as an inclusive leader and people manager
2. A proven track record showing strong technical expertise in managing complex donor funded programs including donor liaison, risk and compliance, design, planning, evaluation and reporting
3. Strong financial acumen as demonstrated through managing complex multi-country, multi-donor budgets

Behavioural Competencies

- Self-awareness
- Being inclusive & power aware
- Practising collective care
- Being courageous
- Achieving outcomes and progress, not perfection
- Being empathetic
- Building trusting relationships
- Being curious

<ol style="list-style-type: none"> 4. Demonstrated understanding of women's rights and gender equality and experience in facilitating gender analysis in support of gender themed programming 5. Demonstrated success working collaboratively in multi-disciplinary teams and building positive team and cross-team relationships 6. Demonstrated success in program development including ability to generate funding and deliver against income targets 7. Self-motivated and demonstrated ability to work independently with minimal supervision, and as an effective team member, promoting cooperation and commitment to achieve goals 8. 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 9. Strong written and oral communication skills <p>Desirable:</p> <ol style="list-style-type: none"> 10. Demonstrated understanding of DFAT policies, funding mechanisms and processes, including ANCP accreditation 11. Experience working on policy or programs in one of the countries in which IWDA supports partners 12. Relevant post-graduate qualifications 	<ul style="list-style-type: none"> ● Learning, unlearning & adapting
<p>GENERAL CONDITIONS</p>	
<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 Safeguarding Code of Conduct and Policies ● Undertake police check prior to commencement and every two years thereafter. 	
<p>TRAVEL REQUIREMENTS</p>	
<p>Senior Program Managers may be required to undertake approximately 3-4 weeks' international travel per year. Travel to remote locations is a requirement 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 Procedures, particularly in relation to Occupational Health and Safety and security and safety.</p>	