

POSITION DESCRIPTION

Position Title	Feminist Climate Justice – Program Manager
Time Commitment	Full time (1.0 FTE), permanent. Appointment is subject to external funding.
Award Classification	SCHADS 6
Location	Level 4, 333 Queen St, Melbourne. Hybrid WFH and office

ABOUT THE ORGANISATION

WHO ARE WE?

International Women's Development Agency (IWDA) is an Australian-based organisation, resourcing diverse women's rights organisations (WROs) primarily in the 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, Decolonial, Accountable, Collaborative, Transformative

Within the ecosystem of women's rights organisations, IWDA is both for and of feminist movements. We resource the work of diverse WROs, and enable them to be more effective by providing support that goes beyond money. We are committed to building a resilient and relevant feminist and decolonial organisation, and to becoming an explicitly anti-racist organisation.

Anchored by lessons from our 40-year history and guided by fiercely held feminist and decolonial values, our new [Strategic Plan 2025 - 2035](#) lays out IWDA's path towards realising our vision of gender equality for all.

OUR GOALS 2025-2035

- Shift resources to women's rights and aligned organisations
- Engage in movement strengthening
- Advance feminist and decolonial knowledge for change
- Live our values by modelling a different way of being as a feminist organisation

Our 4S Framework supports our commitment to decoloniality 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 Majority World 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.

IWDA's 10-year Strategy commits to expanding our work in Australia, deepening engagement with domestic feminist movements, and responding to urgent calls for feminist climate justice. We recognise our responsibility

to act on issues where our locational power as an organisation based in Australia can make a difference – including the climate crisis. Environmental justice and gender equality are inextricably linked – and both are undermined by the same patriarchal, colonial and capitalist systems that exploit the earth and marginalise women, girls and gender-diverse people. Feminist movement actors, including Women’s Rights Organisations (WROs) we partner with in Asia and the Pacific, are calling on Minority World actors to step up, advocate, and take responsibility for the disproportionate damage caused by high-emission countries.

For IWDA, responding to these calls is part of decolonising our practice. Through our 10-year strategy, we commit to leveraging our platforms, networks and analysis to champion feminist climate justice in Australia, centring First Nations leadership and deepening solidarity with aligned movements to disrupt the systems that undermine our collective rights.

International Women’s Development Agency (IWDA) has an EO exemption (H69/2022) and requests applications from women only (cis and trans).

Preference will be given to First Nations and Pasifika applicants – recognising the importance of lived experience, connection to constituencies and movements and the critical leadership of First Nations and Pasifika women in feminist climate justice.

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

The Program Manager – Feminist Climate Justice is responsible for managing *From Moments to Movements: Galvanising Australian Leadership for a Feminist Climate Future* (subject to funding confirmation, expected mid-September 2025). This three-year initiative aims to build a visible and influential feminist climate justice movement in Australia – centring First Nations leadership and grounded in decolonial and intersectional feminist values.

The initiative leverages the generational opportunities of Women Deliver 2026, the world’s largest civil society gathering on gender equality to be hosted by the Oceanic Pacific in Naarm/Melbourne in April 2026, and COP31, the annual UNFCCC climate summit expected to be co-hosted by Australia and Pacific nations in Tarntanya/Adelaide in November 2026. Yet it is not limited to these moments: its purpose is to contribute to lasting systemic transformation and a sustainable feminist climate justice movement in Australia.

At the centre of this work is the Feminist Climate Collective (FeCC): a group of changemakers driving collaborative and transformative feminist climate action in Australia.

The Program Manager will serve as the Secretariat of the FeCC (from October 2025-September 2028) – acting as a shared resource that coordinates, communicates, and supports governance for the Collective. The Program Manager will ensure the Secretariat is values-driven, trust-based, and relational, enabling members to focus their time on strategy, advocacy, and movement-building. While the Program Manager will be the main point of contact for Collective members, the role will be supported with Secretariat functions by administrative and finance staff at IWDA. The Program Manager will also work closely with IWDA representatives to the Collective who lead on advocacy and feminist movement strengthening initiatives related to feminist climate justice.

The Program Manager will also lead the design and management of a Participatory Grant Mechanism (PGM), through which resources will be distributed to actors and initiatives advancing feminist climate justice in Australia. The PGM will be co-designed with the FeCC and grounded in feminist principles of inclusion, power-sharing, and accountability.

In addition, the Program Manager will oversee overall program management – including workplan development and delivery, budget management, donor reporting, and monitoring, evaluation and learning (MEL) – ensuring that the initiative is implemented effectively and reflects IWDA and the Collective’s shared feminist values and commitments.

KEY RELATIONSHIPS	
Reports to:	Feminist Movement Strengthening Advisor
Internal:	Senior Research, Policy and Advocacy Advisor; Research, Policy and Advocacy Coordinator; Accountant; Senior Program Manager, Quality; Risk & Compliance Advisor; Communications Coordinator; Director, Knowledge Translation & Equality Insights; Financial Controller
External:	Members of the Feminist Climate Collective (FeCC); Program Donor; local, regional and global feminist and climate justice movement actors
KEY RESPONSIBILITIES	
Feminist Climate Collective Secretariat	
<ul style="list-style-type: none"> • Serve as the Secretariat of the Feminist Climate Collective (FeCC), acting as the primary point of contact for members and holding the role in ways that are values-driven, trust-based and relational. • Coordinate Collective meetings and workshops, supporting inclusive and accessible participation, with timely follow-up of agreed actions. • Act as the key communications focal point for Collective members, fostering transparent and accessible information flow, supporting agenda setting, and circulating relevant documents. • Provide regular updates on budget to Collective members. • Support the Collective to finalise, communicate and adapt its strategy – and help track agreed strategic priorities, milestones and impact. • Support the finalisation and upkeep of Collective governance documents and processes (e.g. Terms of Reference and decision-making processes), upholding decolonial and intersectional feminist principles of care, inclusion and power-sharing. • Nurture trust and collaboration across the Collective and support connection among members. • Provide coordination support to FeCC working groups, keeping their activities aligned with Collective priorities. • Oversee administrative and logistics support for the Collective – including record-keeping, travel bookings, venue hire, catering and reimbursements – delivered with support from the RPA Coordinator and Accountant. • Represent the FeCC and build relationships with external allies, where requested and agreed by the Collective. • Where capacity allows, respond to Collective requests: including support for joint initiatives and preparing shared updates for members to use with their constituencies. • Participate in an annual review of the Secretariat to ensure it continues to be fit for purpose and meet the needs of members 	
Participatory Grant Mechanism (PGM)	
<ul style="list-style-type: none"> • Support the co-design and establishment of the PGM with Collective members, working to enable inclusive, transparent and timely processes grounded in feminist funding principles of trust, accountability, power-awareness and mutual care. • Work closely with IWDA staff – including the Risk & Compliance Advisor, Accountant, Financial Controller, and Feminist Movement Strengthening Advisor – to balance robust processes and compliance requirements with feminist values and practice. • Provide process support for the Collective’s participatory grant assessment and decision-making. • Coordinate operational aspects of the PGM – including calls for proposals, contracting, monitoring and reporting – in line with co-designed criteria and processes, and upholding feminist principles of power-sharing and mutual accountability. 	

- Oversee administrative functions (contracts, invoicing, filing, disbursements), working with the RPA Coordinator and Accountant to ensure secure and efficient delivery.

Program Management

- Lead overall program management – ensuring the program is delivered with quality, effectiveness and alignment to IWDA and Collective values.
- Manage budgets, forecasts, financial tracking and reporting in line with IWDA procedures and donor requirements, ensuring transparency and accountability.
- Prepare high-quality donor reports and updates that reflect Collective achievements and learning.
- Oversee monitoring, evaluation and learning (MEL) in collaboration with IWDA's Senior Program Manager, Quality, Collective members, and external consultant/s.

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

Essential

1. Experience supporting coalitions, networks or collectives – including convening meetings and workshops, facilitating collaborative processes, and providing secretariat support.
2. Strong relationship-building and communications skills, with experience cultivating trust and supporting collaboration across diverse stakeholders.
3. Demonstrated success in program management, including work planning, budgeting, donor engagement, monitoring, evaluation and reporting.
4. Demonstrated experience managing sub-grants, including contracting and compliance, and a commitment to integrating feminist and decolonial values into these processes.
5. Strong organisational and administrative skills and proven ability to manage competing priorities, meet deadlines and deliver quality outcomes in a complex or fast-paced environment.
6. Ability to work collaboratively and autonomously as part of a small team
7. Commitment to feminist and decolonial values, and a demonstrated feminist analysis of the climate crisis.

Desirable

1. Relevant lived experience, active connection, and/or professional experience with feminist climate justice movements or women's rights organisations, particularly in Australia and the Pacific.
2. Knowledge of feminist resourcing approaches, such as participatory grant-making, feminist funding principles or other equity-based models.

Behavioural Competencies

- Self-awareness
- Being inclusive and power aware
- Practising collective care
- Being courageous
- Achieving outcome & progress not perfection
- Being empathetic
- Building trusting relationships
- Being curious
- Learning, unlearning & adapting
- Dismantling systems of oppression

GENERAL CONDITIONS

All IWDA staff and volunteers are required to:

- Support and demonstrate IWDA's values and behavioural capabilities
- 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

TRAVEL REQUIREMENTS

Some domestic and international travel may be required in this position. 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. There is a possibility of travel to remote locations. As part of that requirement, the role-holder should be should be confident and fit to travel to these locations.