

POSITION DESCRIPTION

Position Title	Feminist Movement Strengthening Program Manager
Time Commitment	Full Time (1.0 FTE), fixed term to 31 August 2023
Location	Remote/ Level 1, 250 Queen St, Melbourne
Award Classification	SCHADS 5
Salary	\$90,658 per annum (plus superannuation and salary packaging)

ABOUT THE ORGANISATION

WHO ARE WE?

We are 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 2020-2023

1. Resource and contribute to a resilient and vibrant feminist movement
2. Promote systemic change towards gender equality for all
3. Build a resilient and relevant feminist 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.

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 in the world at north-south partnerships. 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.

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

*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.

BACKGROUND

Movement Strengthening at IWDA

This role sits within the Systemic Change and Partnerships team at IWDA working closely with the Feminist Movement Strengthening Advisor. The role will support the strengthening of IWDA's feminist movement strengthening approach, including through networking, convening and thought leadership. Feminist movement strengthening at IWDA is guided by a decolonising solidarity approach as outlined in our [Feminist Movement Strengthening Framework](#).

This role will lead IWDA's strategic engagement with the Women Deliver Oceanic Pacific Regional Committee in alignment with IWDA's Feminist Movement Strengthening Framework. The Program Manager will play a leading role in mobilising a critical mass of women's rights, gender and feminist civil society actors to engaged in the Women Deliver Oceanic Pacific Regional Convening as well as the Global Women Deliver Convening in Rwanda in July 2023.

Women Deliver

The [Women Deliver 2023 Conference \(WD2023\)](#) will take place in-person in Kigali, Rwanda, as well as virtually, from 17-20 July 2023. It is expected to convene 6,000 people in Kigali and 200,000+ people online through the virtual Conference and six-month Global Dialogue leading up to the Conference. As one of the largest multi-sectoral convenings to advance gender equality, the Women Deliver 2023 Conference and Global Dialogue are co-created by grassroots advocates, multilateral governments, the private sector, philanthropies, and youth, including from and representing communities facing systemic discrimination.

Oceanic Pacific Regional Convening

The State Government of Victoria, in partnership with the Australian Commonwealth Government have been chosen as Women Deliver Regional Convening Partners for the Oceanic Pacific region. Regional Convening Partners' role is to mobilize and convene advocates within their region to advance the conversation around gender equality before, during, and after the Women Deliver Conference in Kigali as part of WD2023's expanded Global Dialogue. Regional Convening Partners are required to establish a Regional Committee to elevate and amplify the impact and influence of diverse stakeholders, particularly civil society and advocates. The Regional Convening will showcase the work and solutions in the region, enable regional knowledge sharing and build solidarity across diverse stakeholders to advance gender equality in the region.

POSITION SUMMARY

The Feminist Movement Strengthening Program Manager will support the advancement IWDA's feminist movement strengthening program of work. Specifically this role will project manage IWDA's engagement with the Women Deliver Global Conference in July 2023, as well as the Oceanic Pacific Regional Convening, including IWDA's role on the Pacific Regional Convening Committee.

The Feminist Movement Strengthening Program Manager will have responsibility for mobilising support and participation of women's rights, gender and feminist civil society stakeholders throughout the Women Deliver Oceanic Pacific Regional convening and the Global Conference. Through engagement with the Oceanic Pacific Regional Convening Committee, the Program Manager will also support the design, coordination and delivery of the Oceanic Pacific Regional Convening, including coordinating events, activities and communications, ensuring the convening takes a participatory, decolonising and power sharing approach. The role will also develop and implement IWDA's strategy for engaging a critical mass of Oceanic Pacific women's rights activists at the Women Deliver Global Conference in Kigali in July 2023.

KEY RELATIONSHIPS	
Reports to:	Feminist Movement Strengthening Advisor
Internal:	IWDA CEO, Partnerships Team
External:	Diverse Voices and Action (DIVA) for Equality Fiji State Government of Victoria DFFH Regional Convening Partner Project Team
KEY RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Play a lead role in mobilising a critical mass of women's rights, gender and feminist civil society actors to engage in the Women Deliver Oceanic Pacific Regional Convening, in close collaboration with Diverse Voices and Action (DIVA) for Equality Fiji. 2. Coordinate the development of grant proposals and concept notes to support the resourcing and delivery of the Oceanic Pacific regional convening. 3. Manage IWDA's contract with the Government of Victoria's Department of Family Fairness and Housing and any other contracts secured for this project, including grant administration, budgeting, financial tracking, reporting and acquittals. 4. Administer the Monitoring, Evaluation and Learning plan for the Oceanic Pacific regional convening. 5. Support Regional Convening Committee with design, coordination and delivery of the regional convening strategy, including convening events, activities and communications, some of which may be out of normal working hours 6. Represent IWDA on monthly Women Deliver Regional Advisory Group virtual meetings out of normal work hours 7. Strategic management of all IWDA's engagements with Women Deliver, ensuring these engagements are leveraged to advance IWDA and grantee partner's advocacy and program priorities 8. Support the Regional Committee with the development of regional inputs and the participation of the delegation at the Kigali, Rwanda Conference 9. Provide ongoing advice to regional committee regarding regional engagement, policy priorities, and decolonising and power-sharing practice for the period of the contract 10. Facilitate and strengthen IWDA's relationship with feminist movement actors in the Oceanic Pacific region 11. Support IWDA engagement with global feminist movements, coalitions and communities of practice. 	
SELECTION CRITERIA	
Technical Experience	Behavioural Competencies
<p>Essential</p> <ol style="list-style-type: none"> 1. Three years practical experience in a similar program management, event management or movement strengthening role 2. Proven ability to establish and maintain relationships and build equitable partnerships and networks with people at all levels, from different backgrounds 3. Sound project management skills, with ability to design, plan and oversee program implementation & manage risks. 4. Intermediate to advanced computer skills (MS Office suite) 5. Experience working in a fast-paced environment 6. Exceptional attention to detail and proven ability to meet deadlines 7. Existing networks and relationships with Oceanic Pacific gender and feminist civil society groups 	<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

<p>Desirable</p> <p>8. Lived experience and/or cultural fluency within the Oceanic Pacific region</p> <p>9. Experience working within feminist and/or decolonial frameworks</p>	
<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 • Act at all times in accordance with IWDA's Child Protection Policy and Code of Conduct • Undertake a police check prior to commencement and every two years thereafter • Comply at all times with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices 	
<p>TRAVEL REQUIREMENTS</p>	
<p>This role will require international travel, and some domestic travel. Travel to remote locations may be required and staff should be confident and fit to travel to these locations. IWDA will continue to monitor travel restrictions and safety in the region and make decisions following discussions with IWDA staff and partners.</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>	