

POSITION DESCRIPTION

Position Title	Culture and Transformation Advisor
Time Commitment	Part time (0.6 FTE), permanent ongoing
Classification	SCHADS 6
Location	Melbourne based: hybrid work from home/office as per COVID restrictions

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 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

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.

Our Strategic Plan outlines a third way between the models of women's funds and international development NGOs. It was developed during 2020, a year of significant, unpredictable global change, with many unknown consequences for funding flows.

Our journey towards Diversity, Inclusion and Anti-Racism

IWDA's Board and staff is committed to addressing racial injustice wherever it pervades, including within our own organisation. We endeavour to listen, learn and act to become an explicitly anti-racist feminist organisation.

Sparked by a wave of Black Lives Matter, the world has witnessed a historic moment of reckoning on racial justice. This long-overdue reckoning has awoken many white people and others to the realities of systemic racism. We acknowledge that this awakening is a privilege that many have not been afforded, as they have been all too privy to the ways in which racism manifests in our societies.

IWDA's *herstory* is rooted in the international development sector – a sector which has often served as an instrument of neo-colonialism. We acknowledge that the struggle for racial justice is tied to the struggle to dismantle colonial agendas. As a Global North organisation partnering with Global South organisations, it is paramount we apply a de-colonising lens to our work.

As a feminist organisation, we must also reckon with the ways in which some feminist movements have excluded, marginalised and dismissed Women of Colour. IWDA is committed to intersectional feminism both internally and externally, and we see this as inextricably linked to our anti-racist and decolonising approach.

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.***

POSITION SUMMARY

This is a newly created role, reporting to the CEO, that will work across IWDA to deliver initiatives associated with our River of Change plan. IWDA's River of Change was developed in 2021, after we commissioned a transparent and participatory review of all elements of organisational culture at IWDA. Post-review, a collaborative process involving all staff resulted in a suite of actions across a three-year timeframe aimed at developing our culture so it is more inclusive, safe and embodies our values. These actions focus on 12 key areas including representation of Women of Colour, reporting of racism, committing to First Nations justice, addressing high workloads and building staff capacity in skills and professional development.

This position will lead change management at IWDA, alongside the Board and Leadership team, and play a critical role in driving genuine systemic and individual change at IWDA across staff, volunteer and Board levels. The Culture and Transformation Advisor will work closely with the Leadership team and Board, People & Culture and IWDA staff to prioritise and embed IWDA's commitments to diversity and inclusion, at every level of the organisation.

KEY RELATIONSHIPS

Reports to:	CEO, with support from Director Business Transformation and People & Culture Manager
Direct Reports:	None
Internal:	Board, Leadership team, IWDA staff, First Nations Justice Working Group, People & Culture
External:	External advisors and suppliers

KEY RESPONSIBILITIES

1. Deliver IWDA's River of Change

- Refresh and update the plan annually, in collaboration with staff
- Deliver quarterly progress and impact reporting to staff and Board; including feedback from staff as required
- End to end design and delivery of projects aligned to our River of Change focus areas (including but not limited to: representation of Women of Colour; reporting of racism; dealing with microaggressions; First Nations people and reconciliation; silos; feedback loops; high workload; skill & professional development)
- Drive policy reviews alongside relevant Directors to ensure IWDA is addressing systemic bias at a policy level
- Oversee induction and socialisation of the plan with staff

- Support IWDA's move to include gender diverse, non-binary and other employees, after a nearly 40-year history as a women only organisation
- Alongside People & Culture staff, act as a contact officer for reports of misconduct or microaggressions

2. Culture, Collaboration & Influencing

- Model IWDA's values and behavioural competencies at all times
- Model and drive positive risk and safety culture
- Develop and lead change management strategies across IWDA as required
- Support, advise and brief the CEO on relevant matters for internal and external purposes
- Collaborate with Leadership team on organisational monitoring, evaluation and learning (MEL)
- Develop and maintain effective external relationships with key stakeholders

3. Learning & Growth

- Demonstrate continuous learning and improvement, individually and as part of the IWDA team
- Identify own knowledge and experience gaps and proactively seek expertise in others
- Model and promote a learning and growth mindset across the organisation
- Model and promote a solutions-focused culture across the organisation

SELECTION CRITERIA

Technical Experience	Behavioural Competencies
Essential <ol style="list-style-type: none"> 1. Lived experience as a Person of Colour 2. Demonstrated success leading Diversity & Inclusion initiatives, or proven track record delivering organisational cultural change 3. Strong change management experience, building a culture of transformation 4. Excellent written and oral communication skills with the ability to present at a senior level 5. Proven ability to influence and engage with all level of stakeholders including staff, board and external suppliers 6. Growth mindset and flexible approach to problem solving 7. Ability to deal with confidential or sensitive information in a discrete and professional manner 8. Excellent conceptual, analytical, and critical thinking skills, along with the capacity to develop data-supported insights and solutions Desirable <ol style="list-style-type: none"> 9. Knowledge of current inclusion, diversity and equity issues, challenges, policies, and contemporary practices 	<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

All IWDA staff and volunteers are required to:

- 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 two years thereafter.