

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Partnerships Team Administrative Assistant</b>
<b>Time Commitment</b>	<b>Part-time (0.6 FTE) permanent</b>
<b>Location</b>	<b>Melbourne CBD: hybrid work from home and office model</b>
<b>Award Classification</b>	<b>SCHADS 3</b>
<b>ABOUT THE ORGANISATION</b>	
<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><b>OUR VISION:</b> Gender equality for all  <b>OUR PURPOSE:</b> To defend and advance the rights of diverse women and girls  <b>VALUES:</b> Feminist, Accountable, Collaborative, Transformative  <b>OUR GOALS 2020-2023</b></p> <ol style="list-style-type: none"> <li>1. Resource and contribute to resilient and vibrant feminist movements, primarily in the areas of power, leadership and civic space; freedom from violence; and gendered climate justice</li> <li>2. Promote systemic change towards gender equality for all</li> <li>3. Build a resilient and relevant feminist organisation</li> </ol> <p>IWDA works in partnership with gender equality focused organisations in Asia and the Pacific; with international women’s movement coalitions; and with government and academic institutions in Australia to address the practical and structural barriers to gender equality. IWDA’s partnership work seeks to achieve transformational systemic change in order to realise our vision of gender equality for all.</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 in the world at north-south partnerships. This means we seek to understand and leverage our locational power so that we know when to:</p> <p style="padding-left: 40px;"><b>STEP UP</b> and use our power to leverage resources and access for women’s rights organisations, and make our own contribution to feminist movements  <b>STAND WITH</b> feminist movements in solidarity and amplify the work of global south actors  <b>STEP BACK</b> when others are better placed to take the lead.</p> <p><i>International Women’s Development Agency (IWDA) has an Equal Opportunity exemption (H69/2022) and requests applications from 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. <b>Preference will be given to applicants who have experience in, or strong community ties to, one of the countries in which IWDA supports partners, especially within the Pacific.</b></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>	
<b>POSITION SUMMARY</b>	
<p>Reporting to the Director, Systemic Change and Partnerships (DSC&amp;P), the Partnerships Team Administrative Assistant develops and maintains administrative systems and provides administrative and logistical support to the DSC&amp;P and Partnerships Leadership Team. This position supports coordination of</p>	

monitoring, evaluation and learning (MEL) activities and compliance processes across the Partnerships Team to ensure accountability and enable learning for impact.

In addition, this role supports coordination of a range of team activities, including Partnership Team meetings, provides logistics and coordination support for program activities funded through the Australian NGO Cooperation Program (ANCP) and monitoring and learning processes support.

IWDA is committed to the wellbeing and safety of our staff. All our team members are able to work flexibly from home as well as from our office in Melbourne. All staff are fully equipped to work productively and safely from their homes. As long as it is COVID-19 safe, the candidate will be expected to work from our physical office space at least one day a week and to adapt to different working arrangements as the response to COVID-19 develops.

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 organization.

#### KEY RELATIONSHIPS

Reports to:	Director of Systemic Change and Partnerships (DSC&P)
Internal:	CEO, Leadership Team, Senior Program Managers, Program Managers, Program Coordinators, IWDA staff, Interns and Volunteers
External:	Partners, consultants, donors and relevant non-government organisations, women's and development networks within Australia and the Pacific

#### KEY RESPONSIBILITIES

- 1. Provide administrative support to the Director of Systemic Change and Partnerships (DSC&P)**
  - Manage the DSC&P's diary, liaison and planning for appointments
  - Coordinate travel logistics for the DSC&P, domestic and international
  - Administer the DSC&P's financial acquittals including receipts and reimbursements
  - Draft communications on behalf of the Director, Systemic Change and Partnerships, including fortnightly team emails and quarterly partner/stakeholder updates/newsletters
  - Support the monitoring and tracking of the department budget as well as travel budgets
  - Assist the DSC&P to undertake periodic portfolio analysis to identify trends, such as in expenditure or exception conditions (e.g. out of cycle tranche payments)
  - Provide other administrative support as required
- 2. Provide administrative support to the Partnerships Leadership Team (PLT)**
  - Coordinate agendas and record minutes for regular and extended PLT meetings
  - Coordinate inputs for quarterly Board reports
- 3. Develop and maintain administration systems that support IWDA's Partnerships team**
  - Contribute to the development of program, financial and information management systems and procedures and organisational learning
  - Maintain and ensure relevance and accuracy of the Partnership Team Manuals
  - Provide logistical support for Partnership meetings, events, workshops and forums
  - Provide logistics and coordination support for program activities funded through the Australian NGO Cooperation Program (ANCP)
- 4. Coordinate Partnerships Team MEL and due diligence processes that gather evidence of program achievements, support compliance, and contribute to learning**
  - Coordinate quarterly updates and analysis of the Project Monitoring Tool (Traffic Light Report)
  - Coordinate updates and quarterly analysis of the Partnerships Operations Plan (POP)

- Coordinate six-monthly updates of contact lists required for meeting counter-terrorism obligations
- Collate data required for program and partnership monitoring, including cross-program reporting and reporting against the IWDA Strategic Plan headline indicators.
- Review reports submitted to or prepared by IWDA, including evaluation reports and reports to donors, to identify and extract data that can support cross-program learning.

#### 5. Relationship Management

- Maintain and enhance cross-team engagement within IWDA related to partnerships
- Support communications and fundraising activities as required
- Support other IWDA organisational priorities in line with the role as required

### SELECTION CRITERIA

#### Technical Experience

##### Essential

1. Demonstrated record of success in establishing and coordinating complex administration and tracking systems
2. Advanced skills in Microsoft Office Suite
3. Exceptional organisation skills with a passion for planning, organising and prioritising administrative tasks and systems including managing competing tasks rapidly and ensuring deadlines are met under pressure
4. Strong written and oral communication skills, including the ability to adapt writing and presentation style for a range of audiences and purposes including correspondence, proposals or submissions, report writing and minute taking
5. Demonstrated ability to respond effectively to challenges, work effectively in a small, diverse and busy team environment with minimal supervision
6. Experience (voluntary or paid) working within the international development sector or experience on the non-profit sector
7. Commitment to feminism, diversity, inclusion and decolonisation

##### Desirable

8. Experience in, or strong community ties to, one of the countries in which IWDA supports partnerships
9. Experience with the process of the Australian NGO Cooperation Program (ANCP)
10. Experience with Enterprise Resource Planning or Customer Relationship Management (CRM) software, including establishing and using systems, data entry and running reports

#### Behavioural Competencies

- 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
- Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices
- 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.