

POSITION DESCRIPTION

Position Title	Program Manager
Time Commitment	Part-time or Full time (0.6 FTE - 1.0 FTE), 6 month fixed-term contract, with possibility of extension
Award Classification	SCHADS 6
Location	Level 4, 333 Queen St, Melbourne. Hybrid WFH and office
ABOUT THE ORGANISATION	
<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>VISION: Gender equality for all PURPOSE: To defend and advance the rights of diverse women and girls 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 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 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 2023-2025 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>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.</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 Program Manager is responsible for leading and facilitating a number of IWDA's partnerships with women's rights organisations in Solomon Islands and Timor-Leste, with a primary focus on women's leadership, women's economic empowerment, gender equality advocacy and awareness and addressing gender-based violence. These partners include the Women's Rights Action Movement (WRAM) and West 'Are'Are Rokotani Keni Association (WARA) in Solomon Islands and Covalima Community Centre (CCC) and Asisténsia Legál ba Feto no Labarik (ALFeLa) in Timor-Leste. These programs are funded by DFAT's bilateral program in the Solomon Islands and the Australian NGO Cooperation Program (ANCP).

The Program Manager will be required to support partners to identify organisational strengthening needs and source capacity building support; build, review and acquit budgets in line with IWDA financial procedures and donor requirements; adhere to reporting requirements; and support the advocacy and movement building work of IWDA. Role responsibilities will include overseeing program management, funding grants and partnership processes with a feminist approach, ensuring these processes are relevant to partners, program outcomes and in line with IWDA strategic priorities.

The role collaborates with the Partnership's Senior Program Manager, Quality to lead the monitoring, evaluation, and learning efforts of the programs. This involves assisting partners with their reporting and accountability processes and translating these for donor-facing reports. Additionally, the position ensures that IWDA program partners comply with safeguarding, risk management, and due diligence requirements.

The Program Manager will contribute to resource mobilisation, including expanding networks and relationships with women's rights organisations, potential donors, and the broader women's rights and feminist movement. Aligned with IWDA's Strategic Plan, the role fosters collaborative and supportive partnerships, strengthening partners' long-term sustainability and ensuring that women's rights organisations have the resources and support needed to drive lasting change.

The Program Manager may also support IWDA's engagement with the Women Deliver Global Conference to be held in April 2026 (WD2026) in Naarm (Melbourne), including IWDA's role on the WD2026 Pacific Regional Steering Committee. This includes supporting IWDA's partners and collaborators in the Pacific and Asia with resources to maximise the opportunity to amplify their voices, advance their priorities, leadership and reputation, and to shape the conference for meaningful impact. This work will involve working with a diverse range of women's rights, gender and feminist actors as well as donors across different sectors to mobilise support, engagement and ensure WD2026 is a truly Pacific, feminist-owned convening.

The role is part of the Partnerships Team and reports to the Senior Program Manager. It will manage and work closely with the Program Coordinator (0.6 FTE). The role contributes to the positive, collaborative, and supportive culture of the Partnerships Team, participates in IWDA's organisational learning processes, and is dedicated to fostering an inclusive culture while working collaboratively with teams across the organisation.

IWDA is committed to the wellbeing and safety of our staff. IWDA works in a hybrid model, 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 in the CBD at least two days a week.

The safety and wellbeing of children and other vulnerable persons engaged in IWDA's programs is a priority for IWDA. We have strong recruitment process in place to ensure the safest and most suitable people are employed by our organisation.

KEY RELATIONSHIPS

Reports to:	Senior Program Manager
Supervises:	Program Coordinator, Solomon Islands and Timor-Leste
Internal:	Partnerships; People, Finance & Operations; Knowledge Transition & Equality Insights; Resource Growth & Communications.

Executive Leadership Team; Board; Staff; Volunteers; and Interns

External: Program donors and other potential funders; IWDA's partners organisations in Solomon Islands and Timor-Leste; local WROs and NGOs in the Pacific and Asia; other INGOs working in the Pacific and Asia.

KEY RESPONSIBILITIES

Program management

- Manage donor funding and partner expenditure transparently and with accountability.
- Manage consolidated quality reporting to donors – narrative and financial. Finance support is provided by the Finance team in reviewing and approving all financial reporting.
- Manage funding contract and ensure deliverables meet requirements, are of a quality standard and submitted to the agreed timeline.
- Secure and maintain funding to support the work of the partners.
- Support Program Management across all areas of the Program Cycle, as led by partners. This includes annual program work planning, budgeting and risk management; supporting partner reporting (narrative and financial); providing organisational strengthening support to partners as required; coordinating and participating in advocacy, consultant contract management and advocating with partners in donor spaces.
- Manage monitoring and evaluation and phase designs of the program to support quality, accountability and learning, including field visits where/when possible.
- Manage support to partners to meet compliance and due diligence standards especially in relation to PSEAH, child protection and financial management with a focus to the specific needs and benefits with the partner.
- Manage country security plans to ensure ongoing relevance.
- Work collaboratively to manage and deliver the program work plan including delegation and support to the Program Coordinator to ensure all program cycle deliverables are met.

Partnership building and relationship management

- Sustain, manage and grow the relationships across partners, other NGOs and stakeholders with IWDA through feminist partnership building approaches.
- Sustain and further develop IWDA's relationship with current donors; build and cultivate new relationships with potential donors, including bilateral and philanthropic donors.
- Provide operational supervision and work plan guidance to the Program Coordinator.
- Actively contribute to IWDA's alliance and network approach to strengthen women's movements nationally, regionally and internationally.
- Contribute to strong working culture through building positive and constructive working relationships with members of IWDA's Partnerships Team and other teams.
- (Tentative) Support IWDA's engagement with the Women Deliver Global Conference to be held in April 2026 (WD2026) in Naarm (Melbourne).
- (Tentative) Support IWDA's participation on the WD2026 Pacific Regional Steering Committee and represent IWDA on relevant sub-committees as required.
- (Tentative) Support IWDA's partners and collaborators in the Pacific and Asia to participate in and to shape the conference for meaningful impact.
- (Tentative) Facilitate and strengthen IWDA's relationship with a diverse range of women's rights, gender and feminist actors as well as donors across different sectors to mobilise support, engagement and ensure WD2026 is a truly Pacific, feminist-owned convening.

Organisation development and program planning

- Contribute to IWDA's resource mobilisation through identifying and pursuing opportunities to secure new and/or additional funding for the program and developing high quality funding proposals.

- Provide program contributions to internal monitoring and reporting requirements such as teamwork plans, risk management, and agency reporting, including contributing to organisation MEL data collection, analysis and reporting.
- Represent IWDA at relevant inter-agency meetings, working groups, conferences or workshops.
- Document stories and lessons learned through program, partnership, and field experience to contribute to country program development, organisation learning and in support of IWDA's communications strategy.
- Contribute to IWDA agency governance, communication, policy and compliance requirements, as relevant to area of responsibility, as they arise.
- Contribute to IWDA organisational culture building and diversity & inclusion work as required.
- Support other IWDA organisational priorities in line with the role as required.

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	Behavioural Capabilities
Essential <ol style="list-style-type: none"> 1. Extensive experience in program and contract management, complemented by strong report writing skills that effectively demonstrate program impact. Proven ability to manage donor relations, including skilled negotiation expertise. 2. Proven expertise in financial management, including budget negotiation, reviewing and supporting partner acquittals, forecasting program budgets, and consolidating donor financial reports. 3. Effective people management and interpersonal skills to support and empower a Program Coordinator to work collaboratively and independently to meet role responsibilities; and grow within the role. 4. Strong understanding of gender equality and women's rights issues, social inclusion, ideally in Solomon Islands, Timor-Leste and/or in the Pacific. 5. Demonstrated experience building and supporting healthy long-term partnerships with local autonomous partners and working respectfully within these relationships. 6. Proven ability to establish and maintain relationships and build equitable partnerships and networks with people at all levels, from different backgrounds and across diverse sectors. 7. Demonstrated experience with monitoring, evaluation and learning, preferably in gender equality focused programs. 8. Highly self-motivated with the ability to work independently with minimal supervision, while also being an effective team member who fosters collaboration and commitment to achieving goals. 	<ul style="list-style-type: none"> • Self-awareness • Being inclusive & power aware • Practicing collective care • Being courageous • Achieving outcomes and progress, not perfection • Being empathetic • Building trusting relationships • Being curious • Learning, unlearning & adapting

<p>9. Adaptable and well-organised, with strong planning and time management skills to effectively prioritise tasks, manage workloads, coordinate multiple concurrent projects/programs and navigate changing circumstances, ambiguity and uncertainty, competing demands, and tight deadlines.</p> <p>10. Commitment to feminism, diversity and inclusion.</p> <p>11. Relevant tertiary qualifications.</p> <p>Desirable</p> <p>12. Experience working in Solomon Islands, Timor-Leste and/or in the Pacific, and/or with Pacific women's rights organisations/activists.</p> <p>13. Experience leading safeguarding processes and compliance.</p> <p>14. Experience working with feminist movement strengthening programs, utilising feminist approaches to partnership and advocacy.</p> <p>15. Knowledge of and experience in utilising intersectional, decolonial and inclusive approaches.</p>	
GENERAL CONDITIONS	
<p>All IWDA staff and volunteers are required to:</p> <ul style="list-style-type: none"> • 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	
<p>Program Managers are required to undertake travel and there may be one overseas visit during this fixed-term contract. Travel to remote locations is a requirement and the incumbent must be confident and fit to travel to such locations. It is a condition of employment that staff abide by all IWDA Policies and Procures, particularly in relation to Occupational Health and Safety and security and safety.</p>	