

POSITION DESCRIPTION

Position Title	Risk and Compliance Advisor
Time Commitment	Part Time (0.6 FTE), permanent
Award Classification	SCHADS 5
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 & 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 people who identify as women only (cis and trans).

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 Safeguarding Code of Conduct. All applicants must be legally entitled to live and work in Australia.

POSITION SUMMARY

Working in collaboration with teams across the organisation, and under the guidance of the Operations Manager, this role takes ownership of the development, implementation, and ongoing evaluation of risk and compliance systems and processes to support IWDA's effectiveness and sustainability.

The Risk and Compliance Advisor takes a lead role in managing risk and compliance processes across the organisation. With support from the Operations Manager and the Executive Leadership Team, the role will improve and rollout efficient and robust risk and compliance measures across IWDA and support our diverse staff to use these consistently. The role will also create processes to monitor and evaluate our use of these systems.

A key focus of this role in 2026 will be to coordinate the mandatory compliance-related activities across the organisation in preparation for IWDA's Code of Conduct Self-Assessment with ACFID in November 2026, and IWDA's accreditation with DFAT in March 2027.

This role will work collaboratively within the multi-disciplinary People, Finance & Operations team.

KEY RELATIONSHIPS

Reports to:	Operations Manager
Internal:	Executive Leadership Team and CEO; CEO Executive Assistant; Finance Team; Finance, Risk and Audit Committee (FRAC); People, Finance & Operations team, staff and volunteers
External:	Australian Charities and Not-for-profits Commission (ACNC), Department of Foreign Affairs and Trade (DFAT), Australian Council for International Development (ACFID), International Aid Transparency Initiative (IATI)

KEY RESPONSIBILITIES

Risk & Compliance

- Initiate and coordinate IWDA's risk management and assessment processes to ensure appropriate action and timely progress is made against identified risks, and new or developing risks are accurately captured and mitigated. This includes but not limited to
 - Reviewing of IWDA's Enterprise Risk Assessment Matrix (ERAM), with the Executive Leadership Team (ELT), Board, and the Finance, Risk and Compliance (FRAC) Committee
 - Coordinating the Issues, Events and Incidents (IEI) Report
 - Leading the preparation of strategic risk deep dives to provide increased governance engagement and oversight for key IWDA's risks, their controls, treatments and environment
 - Reviewing, updating and distributing IWDA's Business Continuity Plan (BCP), and overseeing the delivery of regular BCP scenario testing
 - Leading and supporting the development of internal controls to strengthen risk mitigation (including risk assessment templates, issue management, reporting)
- Lead the coordination of our accreditation efforts to ensure IWDA maintains DFAT accreditation, and other relevant accreditations
- Prepare additional risk and compliance documentation (i.e. reporting, updates and/or papers) for Board and Committee meetings as required, including DFAT Accreditation updates
- Support the review, development, and maintenance of the Risk Management documentation suite including organisational risk frameworks, policies, and procedures
- Conduct assurance and compliance reviews ensuring standards are maintained and adhered to, and both internal and external obligations are met, including required reporting. This includes but not limited to:
 - Reviewing IWDA's policies and procedures to ensure compliance with internal and external requirements, identifying and remediating gaps with document owners and relevant stakeholders
 - Supporting the review of IWDA's Policy Register as requested
 - Updating and maintaining IWDA's Compliance Register, providing quarterly review prompts to item owners to ensure compliance requirements are continually met
 - Monitoring the completion rates of IWDA's compliance training
 - Completing the ISO 3100 Risk Management Self-Assessment Checklist annually
 - Support contract and procurement processes as required for compliance and risk reviews
- Promote a strong compliance culture and lead the Risk Engagement project to continue to develop, promote and lead a positive risk-based culture and increased stakeholder engagement across the organisation, while improving and rolling out efficient and robust risk systems and processes
- Provide advice, support and training on risk and compliance matters across IWDA
- Meet with key stakeholders on a regular basis to provide ongoing risk and compliance support, including providing advice and support to teams to manage their program risk and compliance contractual requirements as required. This will include those which are passed down to IWDA's program partners in Asia-Pacific
- Provide updates and advice on changes to compliance and regulatory requirements and keep up to date with current knowledge of risk and compliance best practice, including engaging with sector COPs
- Support the Operations Manager and Company Secretary in ensuring full sector compliance including DFAT, ACFID, ACNC, IATI, FIA
- Deliver on role responsibilities and tasks as outlined in the Anti-Fraud and Corruption, Safeguarding Reporting and Counter-Terrorism Procedures
- Support internal and external audits related to risk and compliance as required
- Engage in organisation wide decolonial work
- Other duties as directed by the Operations Manager or Director of PFO

Culture, Collaboration & Leadership

- Model IWDA's values and behavioural competencies at all times
- Work collaboratively within the People, Finance & Operations team to achieve organisational goals
- Contribute to organisational monitoring, evaluation and learning (MEL)
- Serve and promote IWDA's interests, reputation and goals
- Collaborate with the Operations Manager to ensure that IWDA's operational costs are within budget

Learning & Growth

- Demonstrate continuous learning and improvement, individually and as part of the People, Finance & Operations team
- Role model feminist ways of working in respect to IWDA's cultural transformation project (River of Change), to inspire and encourage a growth mindset approach to change
- Identify own knowledge and experience gaps and proactively seek expertise in others
- Model a learning and growth mindset across the People, Finance & Operations team
- Model a solutions-focused culture across the People, Finance & Operations team

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 and decolonial organisation.

SELECTION CRITERIA

Technical Competencies

Essential

1. Qualifications in risk and compliance or related discipline
2. Proven success in risk and compliance in a similar role
3. Knowledge of and experience with risk methodologies
4. Strong ability to communicate, inform and provide advice to internal and external stakeholders in varying roles and levels
5. Demonstrated success working collaboratively in multi-disciplinary teams and building positive cross-team relationships
6. Desire to contribute to the IWDA vision, values, goals and strategies

Desirable

7. Previous experience with DFAT accreditation

Behavioural Capabilities

- 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
- Dismantle system 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