

POSITION DESCRIPTION

Position Title	Senior Program Quality Manager
Time Commitment	Full time (1.0 FTE), permanent (with opportunity to work at 0.8 FTE)
Award Classification	SCHADS 6 Paid above Award
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.

Ensuring that IWDA is financially resilient with a diverse income base is a core objective of the Strategic Plan. Our Income Plan outlines how we will achieve this objective, whilst navigating a constantly shifting social and economic landscape, and in alignment with the other strategic objectives we have set to achieve gender equality for all.

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

*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 position is responsible for the development and implementation of IWDA's monitoring, evaluation and learning (MEL) standards and periodic review of IWDA's Strategic Plan. The Senior Program Quality Manager takes a lead role in articulating IWDA's approach to strategic MEL, program MEL and in supporting the implementation of MEL activities that reflect IWDA's feminist values.

This role collaborates across IWDA to communicate impact and change through data aggregation, analysis, reporting and learning. The Senior Program Quality Manager will develop plans, tools, resources and systems to support effective MEL. The position will provide dedicated MEL input to particular programs, across country and regional partnerships, working toward the achievement of strategic goals.

KEY RELATIONSHIPS

Reports to:	Director of Systemic Change & Partnerships
Manages:	The position occasionally manages staff engaged on technical assistance and research contracts
Internal:	Senior Program Managers, Partnerships Team, IWDA MEL working group, Knowledge Translation Team, staff, interns and volunteers
External:	Partners, Consultants, Donors and relevant non-government organisations, women's and development networks within Australia and overseas, ACFID and selected universities

KEY RESPONSIBILITIES

1. Provide leadership in Programmatic and Strategic Monitoring Evaluation & Learning (MEL)

Programmatic MEL

- Lead the development and application of programmatic MEL systems and processes aligned to IWDA's Operational and Strategic Plans and supporting partnership contracts
- In collaboration with Senior Program Managers, provide technical expertise to the design and implementation of program MEL frameworks that meet donor expectations, IWDA standards and contract requirements
- Support Program Managers around the project management cycle (annual plans & MEL Frameworks, baselines, evaluations, MEL tools, and research ethics for all evaluative activities) with a commitment to decolonising practice in MEL
- Support resource mobilisation by providing technical MEL expertise for new proposals and acquittals/ reporting
- Lead the documentation of key program learning for dissemination internally and externally. Across IWDA this includes the Strategic Plan MEL report (Quarterly Partnership Team Reflections, Annual Partner Achievements Reflection, and Annual Partnership Team Reflection)
- Maintain and strengthen systems which make programmatic learning accessible across the organisation and which support uptake and use of those learnings

Strategic & Organisational MEL

- Lead the development, implementation and sharing of innovative and feminist approaches to MEL
- Lead annual Strategic Plan MEL cycle, implemented with support of a Core MEL Working Group of representatives from each team.
- Contribute actively to IWDA's Internal Research Advisory Group including on systems and processes for ethics review (including leading Advisory group on issues related to evaluative research)
- Take a lead role in strengthening the agency's approach to accountability through coordinating the implementation of accountability models, in particular around strategic MEL, quantitative data and cross cutting issues including gender equality and disability inclusion
- Maintain a high level of awareness and understanding of external MEL trends and represent IWDA in the sector and with the Australian Government on MEL issues

- Work collaboratively with the Communications team to share key MEL outcomes with donors, supporters and the public

2. Training, Development and Capacity Building

- Support and build IWDA capacity to undertake strategic, whole-of-organisation MEL and knowledge translation
- Support and build the capacity of Systemic Change & Partnerships staff to develop systematic approaches to MEL, including increasing the capacity of partners in MEL in line with program approaches to building partner capability
- Support the implementation of accountability mechanisms at country level including but not limited to complaints and feedback response mechanisms, child protection approaches, community consultation and feedback mechanisms, project monitoring approaches and impact assessment approaches.
- Working with the Senior Program Managers, identify learning and capacity building opportunities for Systemic Change & Partnerships staff and mentor less experienced staff in MEL standards and approaches.

3. Management of Technical Specialists

- Manage staff engaged on technical assistance and research contracts, supporting individual and team development through induction, work plans, performance appraisal and feedback cycles, professional development, training and career planning
- Ensure that technical assistance projects are effective and meet contracted obligations.

SELECTION CRITERIA

Technical Experience

Essential:

1. Demonstrated expertise in program and project monitoring, evaluation and learning with more than five years' experience in a range of participatory design, research and MEL methodologies including both qualitative and quantitative methods, preferably in international development contexts
2. Demonstrated capacity to design organisational monitoring, evaluation and learning systems and manage, capture and share organisational learning
3. Demonstrated ability to effectively build project design and MEL capacity with staff and partners in a range of contexts
4. High level written and oral communication skills, including participatory facilitation and training skills

Desirable:

5. Strong gender and social analysis skills and specific experience incorporating gender and development and feminist approaches into the monitoring and evaluation of development programs
6. Technical expertise in an area relevant to IWDA's strategic priorities – freedom from violence, gendered climate justice & leadership, power and civic space

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
- 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
- Support a child safe organisation and undertake a police check prior to commencement and every two years thereafter.

TRAVEL REQUIREMENTS

Domestic travel anticipated for 2022-23 however international travel to Asia Pacific may be negotiated from 2023-24 in line with project requirements. Low requirement to travel.