

POSITION DESCRIPTION

Position Title	Program Coordinator, Solomon Islands and Timor-Leste
Time Commitment	Part Time (0.6 FTE), permanent
Location	Melbourne CBD: hybrid work from home and office model
Award Classification	SCHADS 4
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>OUR VISION: Gender equality for all OUR PURPOSE: To defend and advance the rights of diverse women and girls VALUES: Feminist, Accountable, Collaborative, Transformative OUR GOALS 2020-2023</p> <ol style="list-style-type: none"> 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 2. Promote systemic change towards gender equality for all 3. Build a resilient and relevant feminist organisation <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>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.</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. 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.</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>	

POSITION SUMMARY

This role reports to the Program Manager – Leadership, Power & Civic Space and provides support to the management of a portfolio of programs and partnerships in Solomon Islands and Timor-Leste.

The partner portfolio includes: Women's Rights Action Movement (WRAM) in Solomon Islands, which works to address inequalities faced by women and girls, particularly in leadership; West 'Are 'Are Rokotani Keni Association (WARA) in Solomon Islands, which works to strengthen women's economic self-reliance, livelihoods, and equal participation in leadership; Asistencia Legal ba Feto no Labarik (ALFeLa) in Timor-Leste which provides free legal services to women and children survivors of violence; and Covalima Community Centre (CCC) in Timor-Leste, which works in education and training with a focus on young women and men – increasing access to education and employment opportunities, improving the health of community members and increasing knowledge of land rights.

The program management team work in mutually respectful partnership with these partner organisations, who lead the development of programs relevant to their context. The Program Coordinator, Solomon Islands & Timor Leste will support the Program Manager to manage these programs and grant funding to meet donor requirements.

IWDA is committed to the wellbeing and safety of our staff at this time of COVID-19. 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 two days 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 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:	Program Manager, Leadership, Power & Civic Space
Internal:	Senior Program Manager, Director of Systemic Change and Partnerships, Partnerships Team, Business Transformation Team, Finance Team, 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. Collaborate with the Program Manager, Leadership, for effective program coordination and learning

The Program Coordinator will support the Program Manager in:

- Program and partner support, including in monitoring, evaluation and learning processes, taking specific lead in quantitative data capture, collation, quality control and reporting
- Delivery of accurate and complete financial and narrative reports to donors including liaising with partners to ensure they provide quality and timely inputs
- Undertaking in-country monitoring visits and participation in field visits as required with particular focus on due diligence spot-checks and compliance mapping
- Developing/reviewing of process and policy documents to support partner operations

The Program Coordinator, with Program manager support, will hold responsibility for:

- Tracking and supporting partners to meet donor compliance standards, including, but not limited to, risk management, Anti-Fraud and Corruption, Child Protection and Prevention of Sexual Exploitation and Harassment

- Effective financial administration including monitoring against budgets, processing partner acquittals, preparation of funds transfers and addressing variances as required in consultation with partners
- Effective data coordination and management of program records, including drafting and filing records of meetings
- Contract drafting and management activities
- Travel and workshop/event logistics

2. Partnership building and relationship management

- Work with partner organisations through feminist partnership building approaches and in-line with IWDA's decolonial framework and 3S's approach to ensure vibrant and equal partnerships.
- 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 Systemic Change & Partnerships Team and other teams

3. Organisational Development and Participation

- Maintain and enhance cross-team engagement within IWDA related to partnerships
- Documenting of stories and lessons learned through the program to contribute organisational learning and IWDA communications and fundraising
- Contribute to IWDA's resource mobilisation through providing support in tracking, preparing and submission of program proposals or applications for program funding or grants
- Participation in internal monitoring and reporting requirements such as team work plans, risk management, and agency reporting, including contributing to organisation MEL data collection, analysis and reporting
- 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
- Relevant administrative tasks as required

SELECTION CRITERIA

Technical Experience

Essential

1. Experience (voluntary or paid) working within the international development sector or local programs in an NGO setting
2. Demonstrated record of success in establishing and coordinating complex administration and tracking systems
3. Well-developed computer proficiency and financial acumen
4. Strong written 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. Ability to foster strong respectful working relationships and work well with diverse stakeholders, including cross-culturally and with power sensitivity
7. Commitment to feminism, diversity, inclusion and decolonisation

Behavioural Competencies

- Valuing Diversity
- Empowerment
- Managing Work & Quality
- Acting with Transparency
- Building Trusting Relationships
- Collaborating for success
- Learning, Improving & Adapting
- Judgement & Decision Making

<p>Desirable</p> <ol style="list-style-type: none"> 1. Experience in, or strong community ties to, one of the countries in which IWDA supports partnerships. 2. Tertiary qualification in International Development or related field (or working towards) 3. Experience with monitoring, evaluation and learning processes or a willingness to learn 4. Experience supporting the implementation of disability and safeguarding practices and policies. 	
<p>GENERAL CONDITIONS</p>	
<p>All IWDA staff and volunteers are required to:</p> <ul style="list-style-type: none"> • 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 police check prior to commencement and every 2 years thereafter. 	
<p>TRAVEL REQUIREMENTS</p>	
<p>This role may involve some travel (approximately 4 weeks a year) to remote locations and the incumbent must be confident and fit to travel to such locations.</p> <p>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>	