

POSITION DESCRIPTION

Position Title	Senior Program Manager, Equality Insights
Time Commitment	Part time (0.8 FTE) 8 months fixed term parental leave cover (late May 2023 – Feb 2024)
Award Classification	SCHADS 6
Location	Level 1, 250 Queen St, Melbourne (Currently hybrid WFH and office)
ABOUT THE ORGANISATION	
<p>WHO ARE WE? We are 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>OUR GOALS 2020-2023</p> <ol style="list-style-type: none"> 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 <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. 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 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;">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 EO exemption (H69/2022) and requests applications from people who identify as 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.</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	

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.

Equality Insights is a flagship program of IWDA that aims to redefine how poverty is understood and measured and inspire wider change, in measurement standards and approaches and in gender equality outcomes. Built on more than 14 years of research and refinement, Equality Insights deploys a gender-sensitive, individual-level survey that asks questions about many aspects of life to better understand how poverty is experienced by men and women. The result is an evidence base of (otherwise invisible) insights to inspire and enable targeted and transformative change.

The Equality Insights program sits within IWDA's Knowledge Translation Team. The Senior Program Manager (SPM), role supports the program to realise its ambitious objectives and maximise the value and impact of the current funding, while supporting a transition to a more diversified resourcing model. The position is responsible for team management as well as leading and enabling implementation of the Equality Insights program.

The Senior Program Manager ensures program planning, implementation and adaptation is in line with IWDA's Strategic Plan, and meets contractual requirements of all funding agreements. The role will ensure systematic approaches to program implementation, financial management, monitoring, evaluation and learning.

The Senior Program Manager manages a team of quantitative data specialists (4); a communications specialist (1) and a research coordinator (1). The SPM collaborates with the Director of Knowledge Translation and the Equality Insights Special Advisor on sustainability of the program.

The SPM will ensure the delivery of contractual obligations and contribute to the integration of this program with other relevant areas of IWDA's work.

KEY RELATIONSHIPS

Reports to:	Director of Knowledge Translation and Equality Insights
Manages:	Technical Leads and consultants and Research Coordinator (6)
Internal:	Equality Insights Special Advisor, Grant Development Manager, Knowledge Translation Team, Business Transformation Team, Leadership and Senior Managers Group
External:	Consultants and contractors, stakeholders in countries where data has been/will be collected, donors, funders and relevant non-government organisations

KEY RESPONSIBILITIES

1. Team Leadership and Management

- Manage a team of technical and non-technical leads, supporting individual and team development and program delivery
- Provide strategic direction and agenda setting for team planning and development
- Ensure staff health, safety and security, fostering a culture of inclusion, safety and security and ensure application of policies and procedures
- Support collaboration across the Knowledge Translation team, Partnerships and Business Transformation teams, consistent with the Strategic Plan and operational priorities
- Build / sustain a high functioning team and ensure consistency in ways of working by applying a management approach based on valuing diversity and empowerment
- Through mentoring and coaching, develop the skills and capabilities of team members
- Explore opportunities to utilise consultants, interns and volunteers to support and extend team capacity

2. Program Implementation and Quality

- Lead the development of project and program plans to ensure timely and on-budget implementation of contract deliverables, ensuring the program can also be responsive to emerging opportunities and the external environment
- Oversee program implementation, bringing a problem-solving approach to support dynamic and adaptive management of the program
- Provide strategic advice and analysis on key issues and developments within the program and good practice within the sector
- Manage donor reporting processes ensuring coordinated and timely input from Equality Insights team members and other relevant teams across the organisation (finance, communications, resource mobilisation)
- Ensure project and program monitoring and evaluation, and collaborate with the Director of Knowledge Translation and the Special Advisor to integrate lessons learned and best practice into current and future programming and share results with partners, communities and donors
- Contribute to resource mobilisation and future program development in collaboration with all members of the Equality Insights team, with particular focus on gathering and sharing information to secure new funding and partnerships, working closely with the Grant Development Manager
- Ensure the effective management of relationships with donors and key stakeholders and manage contract negotiations and delivery

3. Financial Management

- Lead team input to organisational budgeting processes through development of project and program budgets, mid-year reforecasting, monitoring of expenditure against budget, donor reporting, and providing monthly reports to address variance, as required
- Ensure timely and effective financial management, administration and reporting in line with program management systems, financial controls, donor requirements, contract and compliance standards
- Ensure financial resources are aligned with organisational priorities and program strategy and provide value for money

4. Stakeholder Engagement

- Contribute to the representation of the organisation and the program to key stakeholders in countries where data has been/will be collected. This includes: Members of Government in those countries; bureaucrats, Australian diplomatic staff, local women's rights organisations and networks
- Invest in strategic links and dialogue with stakeholders, alliances, networks and working groups, working closely with the Data Use and Engagement Manager
- Maintain and enhance links and dialogue with government, donors and key agencies to support the development of a project and funding pipeline
- Support and enable the production of program stories, impact insights and case studies for communicating to various audiences
- Represent IWDA and the program in public events and forums as required

5. Organisational Representation and Reporting

- Contribute to internal and external organisational wide reporting including CEO reports, annual reports partnership tracking and audit processes
- Ensure Equality Insights participation in org. wide working groups (disability Inclusion, Travel, first Nations Justice)
- Participate in the Senior Leadership Group, including quarterly meetings

SELECTION CRITERIA	
Technical Experience	Behavioural Competencies
Essential:	<ul style="list-style-type: none"> • Valuing Diversity

<ol style="list-style-type: none"> 1. Proven track record in managing delivery of complex and ambitious programs in an NGO environment 2. Prior experience setting up and managing in-country data collection initiatives 3. Demonstrated success in team management, applying a coaching approach and ensuring a positive, inclusive and collaborative environment for success 4. Strong financial acumen as demonstrated through managing complex multi-country, multi-donor budgets 5. Demonstrated expertise in gender and international development practice <p>Desirable:</p> <ol style="list-style-type: none"> 6. Demonstrated experience working with and communicating using quantitative data 7. Prior experience managing development of technology facilitated solutions 8. Prior experience undertaking phone-based data collection with remote management 	<ul style="list-style-type: none"> • Empowerment • Managing Work & Quality • Acting with Transparency • Building Trusting Relationships • Collaborating for success • Learning, Improving & Adapting • Judgement & Decision Making
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 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 • Undertake police check prior to commencement and every two years thereafter. 	
TRAVEL REQUIREMENTS	
<p>This role may require international travel, and some domestic travel. Travel to remote locations may be required and staff should be confident and fit to travel to these locations. IWDA will continue to monitor travel restrictions and safety in the region and make decisions following discussions with IWDA staff and partners.</p> <p>It is a condition of employment that staff abide by all IWDA Policies and Procedures, particularly in relation to Occupational Health and Safety and security and safety.</p>	