

POSITION DESCRIPTION

Position Title	Research, Policy & Advocacy Coordinator
Time Commitment	Part Time (0.8 FTE), permanent (potential to scale-up to Full Time subject to funding)
Award Classification	SCHADS 4
Location	Level 4, 333 Queen St Melbourne. Hybrid WFH and office

ABOUT THE ORGANISATION

IWDA is an Australia 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

STRATEGIC GOALS 2025:

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

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 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:

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.

Our [2025 Strategic Plan](#) outlines a third way between the models of women's funds and international development NGOs.

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).

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

The Research, Policy & Advocacy (RPA) Coordinator will provide support to the RPA team to extend the organisation's influence through engagement and publications that aim to transform systems of power that underpin gender inequality and advance systemic change. This includes supporting knowledge translation activities by providing analysis and support on key feminist and decolonial issues, such as feminist foreign policy, funding to feminist movements, and feminist climate action.

This position will also contribute to organisational monitoring, evaluation and learning and coordinate RPA Team MEL activities and reporting. It will contribute to and support IWDA's Internal Research Ethics Committee. The RPA Coordinator may also provide support to the RPA team on special projects, including those with a focus on Feminist Movement Strengthening, as required.

KEY RELATIONSHIPS

Reports to:	Senior Research, Policy and Advocacy Advisor
Internal:	Feminist Movement Strengthening Advisor, Director of Knowledge Translation, RPA team, Comms team
External:	Feminist movement stakeholders; international development sector stakeholders

KEY RESPONSIBILITIES

1. Support IWDA's research and policy engagement

- Provide desk-based research support to the RPA team on key issues, policy developments and advocacy opportunities in line with feminist and decolonial priorities and approaches
- Lead and support the knowledge translation of IWDA's research outputs including presentations, targeted reports, policy briefs, papers or articles to communicate research results and their implications for gender policy and practice to key stakeholders
- Support the assessment of potential new external research partnerships in line with IWDA's Feminist Research Framework and guidelines on ethical research, and support the development of research funding proposals, contracting and other documentation
- Coordinate and support the functioning of the internal research ethics committee, including liaising with Program Managers to provide feedback and support
- Promote and support the use of internal research tools by all IWDA staff engaged in planning and managing research activities

2. Support IWDA's advocacy strategy and activities

- Prepare feminist analysis to inform IWDA's feminist and decolonial advocacy agendas
- Support the development of briefs for key external advocacy engagements
- Support the development of policy submissions to government including on multilateral agendas
- Lead the coordination and delivery of the Australian Feminist Foreign Policy Coalition (AFFPC) Issues Paper series through outreach, relationship development, quality assurance and publication processes.
- Support the visibility of the AFFPC through public-facing/external communications support, particularly through the newsletter and research communications
- Keep abreast of major developments in feminist development and foreign policy in Australia and internationally, as well as relevant news and current affairs

3. Contribute to IWDA's Monitoring, Evaluation and Learning (MEL) processes

- Support the development of the annual organisational MEL report, in line with the IWDA MEL framework, by contributing to the Core MEL Group, coordinating RPA inputs and consultations, and contributing to analysis and report writing

- Coordinate team level monitoring and reflection activities and reporting using established qualitative and quantitative methods

4. RPA administrative and budget support

- Coordinate the RPA team's information management processes, travel arrangements and other administrative and event management activities as required
- Coordinate team contract management including: developing contracts for consultants; monitoring deliverables against contract requirements; and coordinating or undertaking reporting requirements to donors/ funders including preparation of acquittals
- Contribute to budget planning and ongoing budget monitoring for grants held by the RPA team
- Support RPA's internal relationships by tracking and communicating team commitments and availability

5. Support to special projects within the RPA team

- Support the RPA team on special projects, including those focused on Feminist Movement Strengthening, as required and based on team strategic priorities and grant opportunities. This may include:
- Supporting Secretariat functions of the feminist climate collective (subject to funding), such as maintaining shared folders and records, coordinating logistics (e.g. travel, venues, catering), processing reimbursements and developing contracts
- Providing coordination and administrative support for IWDA's strategic engagement in key feminist convenings, such as the Women Deliver Conference

6. Other duties as directed

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 Experience	Behavioural Capabilities
<ol style="list-style-type: none"> 1. Tertiary qualification in International Development, Gender Studies or related field 2. Demonstrated understanding of feminist analysis and research approaches 3. Experience supporting research projects or partnerships, including literature reviews, analysis and preparing research for publications 4. Ability to write for different audiences and translate evidence into briefs, talking points and advocacy material 5. Strong ability to establish and coordinate administration and tracking systems, such as for logistics, filing, contracts and financial processes 6. Well-developed budget and MS Excel skills 7. Interest in feminist movement strengthening and climate justice 	<ul style="list-style-type: none"> • Self-awareness • Being inclusive & power aware • Practising collective care • Being courageous • Achieving outcomes and progress, not perfection • Being empathetic • Building trusting relationships • Being curious • Learning, unlearning & adapting

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

TRAVEL REQUIREMENTS

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.