

POSITION DESCRIPTION

Position Title	Springboard Coordinator
Time Commitment	Part time (0.6 FTE), fixed-term (18 months)
Award Classification	SCHADS 3
Location	Melbourne, Australia. Currently hybrid WFH and office
ABOUT THE ORGANISATION	
<p>WHO ARE WE? 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.</p> <p>OUR VISION Gender equality for all</p> <p>OUR PURPOSE To defend and advance the rights of diverse women and girls</p> <p>VALUES Feminist, Accountable, Collaborative, Transformative</p> <p>OUR GOALS 2020-23</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; gendered climate justice. 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.</p> <p>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><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>International Women's Development Agency (IWDA) has an EEO exemption (H112/2018) and requests applications from people who identify as women only. Any offer of employment will require a National Police Check and endorsement of IWDA's Child Protection Code of Conduct.</i></p>	
POSITION SUMMARY	
<p>This role works to support the Springboard Project, which aims to leverage existing IWDA toolkits, training and resources to explore new, innovative and sustainable funding models through feminist training and accompaniment services.</p>	

Within this project the Springboard Coordinator will support the planning and delivery of training and support services to women's rights organisations, community organisations and other stakeholders in Australia and internationally.

This involves the coordination of booking clients into training, ensuring excellent back-end administrative support for IWDA workshop facilitators and workshop attendees. You will also attend training sessions when required to provide technical support and to help attend to participant facilitation.

KEY RELATIONSHIPS

Reports to: Feminist Movement Strengthening Advisor (FMS Advisor)
Internal: Advocacy Advisor; Development Manager; Development Advisor, Communications team
External: Workshop participants, IWDA partner organisations

KEY RESPONSIBILITIES

1. Administration support

- Lead coordination of liaison with workshop participants to coordinate workshop logistics including timing, payment, online workshop platform scheduling, face-to-face workshop venue booking and catering, pre-workshop communications and other troubleshooting
- Support the implementation of the Springboard marketing plan
- Coordinate participant registration for IWDA's online learning modules
- Support the Development team with pipeline opportunities and oversee transition from opportunity to confirmed participant

2. Workshop facilitation

- Support the facilitation of workshops in both face-to-face and online environments, including technical support, in-workshop logistical support and some back-up facilitation
- Monitor chat boxes or participant feedback during workshops and support the facilitator to respond as required
- Support the development of hybrid models for workshop delivery, alongside the FMS Advisor

3. Contribute to and participate in team and organisational processes

- Contribute to team and organisational processes, such as operational and budget planning for IWDA, and team and organisational culture building activities
- Participate in IWDA internal training and reflection activities in culture building in diversity and inclusive approaches to feminisms including in the internal River of Change program
- Support other IWDA organisational priorities in line with the role as required

SELECTION CRITERIA

Technical Experience

Essential

1. Demonstrated success establishing and coordinating administration systems, with strong attention to detail
2. Strong interpersonal communication skills, including written and verbal communication, and customer service skills and experience
3. Well-developed financial acumen and computer proficiency in Microsoft Office Suite
4. Well-developed technical acumen including online platforms such as Zoom, Microsoft Teams and Mural
5. Commitment to feminism, diversity and inclusion

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> <p>6. Demonstrated experience undertaking facilitation or training with groups</p> <p>7. Demonstrated experience with women's rights advocacy and/or organisational capacity building</p>	
<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 • Act at all times in accordance with IWDA's Child Protection Policy and Code of Conduct • Undertake a national police check prior to commencement and every two years thereafter • Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices 	