

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Regional Coalition Activity Coordinator, We Rise</b>
<b>Time Commitment</b>	<b>Part-Time 0.6 FTE, Fixed Term Contract until Jun 30, 2024</b>
<b>Award Classification</b>	<b>SCHADS 4</b>
<b>We Rise Host Organisation</b>	<b>IWDA, Australia</b>
<b>Location</b>	<b>Level 1, 250 Queen St, Melbourne, Hybrid work from home/office</b>

### 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

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.

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.

*International Women’s Development Agency (IWDA) has an EO exemption (H69/2022) and requests applications from women (including trans women) only.*

*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 Child Protection Code of Conduct. All applicants must be legally entitled to live and work in Australia.*

**POSITION CONTEXT AND FOCUS**

The We Rise Coalition is a partnership between seven feminist organisations working to advance gender equality and the human rights of women and people of diverse sexual orientations, women with disabilities, gender identities and expressions, and sexual characteristics in the Oceanic Pacific.

The We Rise Coalition works together through the We Rise Program, which is now in its third phase ('We Rise 3'), funded by DFAT through PWSPD and now Pacific Women Lead. At the centre of the We Rise Coalition is a commitment to building and sustaining women's collective voice and power through movements.

Through training, mobilising, empowering and supporting women in Fiji, the We Rise Coalition is working towards a Pacific where there is gender justice, ecological sustainability, peace, freedom, equality and human rights for all.

The We Rise Coalition operates at two levels: each organization implements their individual program activities, and the coalition members also works together on joint, regionally focused activities.

The role of the **Regional Coalition Activity Coordinator** is to support the implementation of the We Rise Coalition regional activities.

The Steering Committee determines the priority actions for the joint work of the Coalition, and the Coordinator will coordinate the implementation of these activities. The Regional Activity Coordinator will provide regular reports to the We Rise Steering Committee and their work plan and priorities structured to meet that of the Coalition priorities.

This position is hosted by IWDA in Melbourne Australia for the remainder of Phase 3. The role and hosting will be reviewed during the planning for Phase 4 of the program.

The position will sit within the Partnerships team in the Systemic Change & Partnerships Team and will be supervised by the Senior Program Manager.

The We Rise Regional Activity Coordinator will work within the expectations and culture of the IWDA office and team. IWDA is committed to the wellbeing and safety of our staff including with respect to 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.

**KEY RELATIONSHIPS**

Reports to:	Senior Program Manager (IWDA) in supervisory and staff management capacity. We Rise Steering Committee for work plan priorities, implementation and progress
Internal to IWDA:	Systemic Change and Partnerships Team, We Rise Program Management Team, Leadership Team, Board, Staff, Volunteers and Interns
External:	Fiji Women's Rights Movement, FemLINKpacific (Fiji), Brown Girl Woke (Samoa); Talitha Project (Tonga); Sista (Vanuatu); Voice for Change (Jiwaka, PNG). Fiji and Pacific women's rights organisations and activists, relevant Non-Government Organisations (NGOs), relevant Women's and Development networks as identified by We Rise Steering Committee

**KEY RESPONSIBILITIES**

**Coordination and Implementation of We Rise Regional Program Activities**

- Develop annual work plan based on Coalition directions determined during the Feb 23 Regional retreat.
- Logistically manage We Rise member's attendance at CSW67 as funded through We Rise IWDA budget

- Coordinate partner feedback and contributions, and collate and consolidate into a base document for joint Coalition issues statements, papers, conference panel / session / side events concept notes and proposals.
- Support FWRM's PFF Secretariat in their organisation of the Regional Pacific Feminist forum – focused on logistics coordination
- Logistically support We Rise partners to attend Women Deliver Conference where scholarships are awarded and the parallel session approved
- Organise and/or facilitate cross-coalition training opportunities for partners to share and learn from each other, in collaboration with the We Rise Program Management team
- Facilitate the regular We Rise Steering Committee meetings, including drafting agendas, sending out papers and documenting the minutes
- Manage the We Rise Coalition Regional activities Budget
- Provide narrative reports and financial acquittals to the We Rise Program Management team using the relevant templates in support of Donor reporting

**Partnership building and relationship management**

- Sustain, support and grow the relationships across the Coalition partners, in collaboration with the We Rise Program Management team
- Work closely with We Rise Communications Manager (to be based in FemLINK) to share information and expand opportunities for Coalition's voice into the public spaces
- Contribute to strong working culture through building positive and constructive working relationships with members of IWDA's We Rise Program Team, Systemic Change & Partnerships Team, IWDA Feminist Movement Advisor, and other IWDA teams

**Organisation development and program planning**

- Contribute to IWDA organisational culture building and diversity & inclusion work as required
- Other administrative tasks as required

SELECTION CRITERIA	
Technical Competencies	Behavioural Competencies
<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1 Minimum three years' experience in:               <ul style="list-style-type: none"> <li>• Logistical coordination of activities, events, networks etc.</li> <li>• Demonstrated understanding of, and experience with, financial management including expenditure tracking and financial acquitting.</li> </ul> </li> <li>2 Strong understanding of gender equality and women's rights issues and social inclusion (ideally in the Pacific region)</li> <li>3 Experience building and supporting successful long-term partnerships (networks, alliances, or coalitions) working with diverse stakeholder groups</li> <li>4 Demonstrated experience in logistics management, including international and events management where possible</li> <li>5 Highly developed interpersonal skills, including in cross-cultural contexts</li> <li>6 Initiative and ability to respond effectively to challenges with the ability to manage workflows and balance competing priorities to meet deadlines</li> <li>7 Strong writing skills with the ability to write for variety of audiences (donors, public media, Government submissions etc)</li> <li>8 Commitment to feminism, inclusion and diversity</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>9 Relevant tertiary qualifications</li> <li>10 Experience working with indigenous Pacific organisations</li> </ol>	<p><b>Working within IWDA as Host Organisation</b></p> <ul style="list-style-type: none"> <li>• Valuing Diversity</li> <li>• Empowerment</li> <li>• Managing Work &amp; Quality</li> <li>• Acting with Transparency</li> <li>• Building Trusting Relationships</li> <li>• Collaborating for success</li> <li>• Learning, Improving &amp; Adapting</li> <li>• Judgement &amp; Decision Making</li> </ul>
GENERAL CONDITIONS of IWDA	
<p>All IWDA staff, seconded staff and volunteers are required to:</p> <ul style="list-style-type: none"> <li>• Support and demonstrate IWDA's Values and Behavioural Competencies</li> <li>• Act at all times in accordance with IWDA's Code of Conduct and Policies</li> <li>• Comply with IWDA's Occupational, Health, Safety &amp; Wellbeing Policy and practices</li> <li>• Act at all times in accordance with IWDA's Child Protection Code of Conduct and Policy</li> <li>• Undertake a police check prior to commencement and every two years thereafter.</li> </ul>	
TRAVEL REQUIREMENTS	
<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>	