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## Disaster and Emergency Program Coordinator Candidate Information pack

- **Act for Peace is a dynamic humanitarian aid and development agency**
- **Generous Workplace Benefits**
  - Flexible working hours
  - Salary packaging option
  - Access to Employee Assistance Program
- **Be part of an experienced and friendly team of professionals**
- **Permanent full-time**
- **Location: Flexible**

**Deadline for applications: 14/01/2023**

**Please upload a copy of your resume and a covering letter detailing how you meet the selection criteria with your application.**

Please contact our Senior Program Manager Resilience & Emergency at [grobinson@actforpeace.or.au](mailto:grobinson@actforpeace.or.au) for further information.

Thank you for your interest in this position.

## About the role

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Act for Peace is looking for someone to join our Partnerships and Programs team to provide day to day leadership and specialist support to staff and partners by coordinating our disaster preparedness & emergency response programs.

The Disaster & Emergency Program Coordinator ("DEPC") plays a key role in providing day to day specialist support to staff and partners undertaking disaster preparedness & emergency response activities where Act for Peace supports programming.

If you are motivated to help others affected by conflict, disaster and displacement and enjoy working in a small team in the international aid and development sector as part of a global network of professionals we want to hear from you

## About Act for Peace

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Founded by the Australian Council of Churches (NCCA), and inspired by the example of Jesus, we are a diverse collection of churches, Christians, and many other people, united by the belief that we are all human, and we should love our neighbours as ourselves. Yet right now, we live in a world of 'us' and 'them.' Divisions are deepening, conflicts are escalating, and climate inaction is placing lives in peril. It means every day, more of us around the world are forced from our homes by violent conflict and disaster.

And when the world should be opening its arms, it is turning its back. Rejected and exposed in a divided world, people displaced by conflict or disaster are caught in a devastating limbo, facing restrictions and barriers at every turn as they seek safety and strive to rebuild their lives.

At the heart of our work is a powerful conviction: to create a just and peaceful society, we must work together. It is both the right thing to do, and the only thing that will work.

This is why Act for Peace exists. To bridge cultural, political, and geographical divides, to back displaced people to reclaim control of their lives and meet urgent needs. To create, together, a world where people uprooted by conflict and disaster have a place to belong. To act, together, for peace.

**OUR VISION:** A world where everyone belongs

**OUR PURPOSE:** To create, together, a world where people uprooted by conflict and disaster have a safe place to belong.



For more information about Act for Peace, including our principles and policies, please visit our website [www.actforpeace.org.au](http://www.actforpeace.org.au)

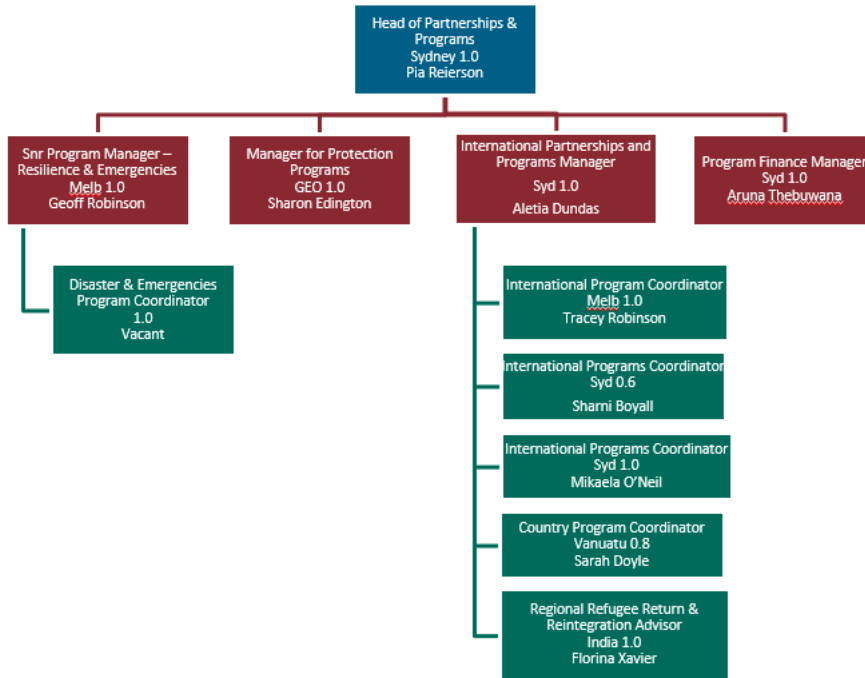
## About the Partnerships and Programs Department

The Partnerships and Programs Department (PPD) supports partners and programs by incorporating organisational, programmatic, and technical advice, training and capacity building, program effectiveness and donor grant management. The Department works closely with other Departments within Act for Peace to ensure the development and implementation of relevant policy, advocacy, and fundraising initiatives and to ensure our work is effective and accountable. The Department pursues an ongoing learning and development focus which is designed to

continue improvement across our work. All work responds to our protection framework and strong quality and accountability principles.



Partnerships and Programs Department (PPD)



## POSITION DESCRIPTION

<b>Position title:</b>	Disaster & Emergencies Program Coordinator
<b>Department:</b>	Partnership and Programs
<b>Location:</b>	Flexible (Sydney or Melbourne preferable)
<b>Reports to:</b>	Senior Manager – Resilience & Emergencies
<b>Direct reports:</b>	Nil
<b>Employment status:</b>	Permanent full-time, (1.0 FTE)

### Purpose of the Position

The Disaster & Emergencies Program Coordinator (DEPC) plays a key role in providing day to day specialist support to staff and partners undertaking disaster preparedness & emergency response activities where Act for Peace supports programming.

In this role the DEPC is responsible for coordination of international programs and emergency response operational processes, providing technical advice to inform investment decisions through program appraisal, and monitoring in accordance with the Act for Peace’s operations, program cycle management and emergency response procedures.

The DEPC is responsible for monitoring global & regional humanitarian contexts for rapid and slow onset crisis, assessing relevance, and convening Act for Peace’s Emergency Management Team.

The position focus is on Act for Peace’s global humanitarian programs and includes international program coordination and program cycle management for partnerships and projects<sup>1</sup> within South-Asia region<sup>2</sup>.

It is anticipated between 6-8 weeks international travel may be required in this role to support Act for Peace programs, and 3-4 domestic interstate trips to or attend staff or other meetings representing Act for Peace.

Additional travel may be negotiated in the event Act for Peace supports partner agencies to respond to disaster with operational deployment.

### Key Accountabilities Set

Key Accountabilities	Performance Expectations
<p><b>PPD’s humanitarian programs are relevant, context driven and responsive to changes in the internal and external operating environment</b></p>	<ul style="list-style-type: none"> <li>● Contribute to development, review and implementation of Act for Peace’s Resilience and Emergency Response programs including identifying opportunities to seek funding for ongoing and new humanitarian and disaster resilience initiatives.</li> <li>● Coordinate Act for Peace’s operational humanitarian and emergency response</li> </ul>

<sup>1</sup> ANCP & AHP Projects

<sup>2</sup> Currently includes emergency response projects with partners in Afghanistan, Bangladesh & Pakistan.

	<p>program cycle management through the ACT Alliance, Australian Humanitarian Partnership (AHP) and other response mechanisms in accordance with emergency response policy &amp; procedures.</p> <ul style="list-style-type: none"> <li>• Lead continuous improvement of Act for Peace’s humanitarian programs through review and ensuring the agency’s emergency response policy &amp; procedures are up to date and contextually relevant.</li> <li>• Support partners and project teams in humanitarian response coordination, project design, delivery and monitoring of programs and mentoring of country teams and partner staff.</li> <li>• Participate in Church Agency Network Disaster Operations (CAN DO) consortium initiatives leading Act for Peace’s operational contribution to humanitarian preparedness and response initiatives.</li> <li>• Provide technical input into ACT Alliance Pacific Australia, New Zealand (PANZ) Forum Emergency Preparedness &amp; Response Plan (EPRP) development, implementation monitoring and improvement.</li> <li>• In emergencies led by Act for Peace requiring scaled-up response, act as Response Coordinator during the crisis period leading the process of assessment, program design, resourcing, implementation, monitoring, reporting and evaluation.</li> </ul>
<p><b>Resilience and Humanitarian Response programs reflect agreed quality, accountability and effectiveness standards</b></p>	<ul style="list-style-type: none"> <li>• Provide partner or project focused support to delegated programs to strengthen technical capacity of partners to develop and manage projects in accordance with funding agreements in line AfP Partnership and Program Cycle Management procedures.</li> <li>• Ensure various program cycle management tools are used and kept up to date for all programs and partners within the remit of this position, including:             <ul style="list-style-type: none"> <li>- Partner Plans</li> <li>- Project Proposals</li> <li>- Project Appraisals</li> <li>- Grant Agreements</li> <li>- Risk matrixes</li> <li>- Safeguarding Risk Assessment</li> <li>- Anti-terrorism checks</li> </ul> </li> <li>• Ensure high quality, timely reporting, and adherence to monitoring and evaluation</li> </ul>

	<p>procedures in accordance with agreements/contract obligations.</p> <ul style="list-style-type: none"> <li>• Develop and/or strengthen effective communication and reporting mechanisms with overseas partners to enable high quality qualitative and quantitative reporting in line with Act for Peace and donor procedures.</li> <li>• Support Partners to ensure that projects are managed in line with required minimum standards, policies, and procedures; including the ACFID Code of Conduct; DFAT accreditation criteria.</li> <li>• Contribute to agency policy development and review in relation to disaster management and humanitarian response.</li> <li>• Ensure the effective financial management of delegated country and/or regional emergency responses.</li> <li>• Review resilience and emergency response proposals &amp; reports developed and submitted by staff and partners, according to the relevant policy, proposal, and contract commitments.</li> <li>• Ensure that Act for Peace’s disaster resilience and emergency response work adheres to relevant policy commitments and minimum standards including:             <ul style="list-style-type: none"> <li>- The SPHERE Humanitarian Charter and Minimum Standards;</li> <li>- The Code of Conduct for Red Cross and Red Crescent Movement and NGOs in disaster response; and</li> <li>- ACT Alliance Emergency Response guidelines.</li> </ul> </li> <li>• Ensure that systematic program review, monitoring, evaluation, and learning is in place for emergency preparedness and response activities so that lessons learnt are documented and shared for cross-program learning in the region (and beyond) and utilised to inform future programming and responses, through adequate dissemination and inclusion in potential training and future program design activities.</li> <li>• Contribute to monitoring and analysis of risk issues/trends impacting or affecting AfP strategy and program delivery including security management and humanitarian issues across programs.</li> </ul>
<p><b>Networking, collaboration, and support</b></p>	<ul style="list-style-type: none"> <li>• Provide day to day technical support to partners &amp; project teams implementing</li> </ul>

	<p>disaster resilience and humanitarian response projects.</p> <ul style="list-style-type: none"><li>• Provide the Marketing and Communications Team with relevant resources required for fundraising and communications for humanitarian programs.</li><li>• Foster positive relationships with other staff within Act for Peace, and the National Council of Churches in Australia (NCCA).</li><li>• Fulfil a representative role for Act for Peace within the sector with effectively liaising with stakeholders including ACT Alliance emergency response forums (including PANZ), Church Agency Network Disaster Operations (CAN DO) consortium, AHP stakeholders, ACFID Humanitarian Reference Group (HRG), Pacific Humanitarian Team and relevant country disaster management forums.</li></ul>
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## Skills, Qualifications and Experience

### Essential

- Tertiary qualifications in international development, humanitarian response, disaster risk management or other relevant discipline (or equivalent).
- Demonstrated experience in international humanitarian or development field, ideally within the Pacific and/or South Asia with a focus on Disaster Risk Reduction, Resilience Programming or Refugee community programming.
- Proven experience in project management and facilitating NGO engagement in planning and implementation of emergency response programs.
- Experience in the capacity building of field-based staff and/or partner agencies in all aspects of disaster management including proven ability to provide both face-to-face and remote support to in-country staff to design and implement disaster management programs.
- Excellent report writing, editing and organisational skills, including ability to plan, organize, prioritise, and implement workflow processes to meet position objectives, working independently and as part of a team.
- Ability to travel internationally and domestically on a regular basis, often on short notice.

### Desirable

- Experience or knowledge working with faith-based actors.

### Key Stakeholders and Relationships

- Internal: Act for Peace staff.
- External: AfP partner organisations, Australian and international disaster management networks forums and consortia.

### Other Requirements

- Eligibility to work in Australia.
- Commitment to the values of Act for Peace.
- Commitment to abide by the principles, policies, and codes of conduct of Act for Peace.
- Establish positive, collaborative relationships with the Act for Peace teams.
- Capacity to undertake intermittent travel and work outside standard business hours (reasonably).
- Abide by industry norms – as set out in the Act for Peace accountability framework.
- Act for Peace takes the prevention of sexual misconduct, fraud and harassment, and child protection seriously. As part of our Child Safeguarding Policy, employment is conditional upon the outcome of an Australian Federal Police Background check, as well as an equivalent police background check for any country in which the applicant has lived for more than 12 months during the last five years and for each country of citizenship. A working with children check may also be required. Strict adherence to our Code of Conduct, Child Safeguarding Policy and the Privacy Policy is mandatory.
- For our full Policies set please see: <http://www.actforpeace.org.au/our-policies>
- Commitment to Act for Peace requirements, including attendance at staff meetings. Completion of all administration, finance, and operational reporting requirements as per policy and/or line managers directive, adherence to program, HR, and finance policies and procedures.
- Respect for a multicultural and multi-talented workforce.

## Safeguarding Requirements and Responsibilities

Act for Peace takes the prevention of fraud and of sexual misconduct and harassment, and child protection seriously. As part of our Safeguarding Policies (Child Safeguarding and Prevention of Sexual Exploitation Abuse and Harassment).

- Employment is conditional upon the outcome of an Australian Federal Police Background check, as well as an equivalent police background check for any country in which the applicant has lived for more than 12 months during the last five years and for each country of citizenship.
- A working with children check will be required.
- Strict adherence to our Code of Conduct, Child Safeguarding Policy, Child Safeguarding Code of Conduct, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) Policy and the Privacy Policy is mandatory.

### **Work, Health, and Safety Responsibilities**

Cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.

**Act for Peace is an Equal Opportunity Employer. Individuals with lived experience of displacement are encouraged to apply.**