

## National Coordinator - EAPPI

### Candidate Information pack

- Act for Peace is a dynamic humanitarian aid and development agency
- Generous Workplace benefits;
  - Flexible working hours
  - Salary packaging option
  - Leave loading
  - Access to Employee Assistance Program
- Be part of an experienced and friendly team of professionals
- Fixed-term, part-time (approximately 7hrs per week)
- Location: Flexible, ideally Sydney CBD

**Deadline for applications: 4<sup>TH</sup> of November 2024.**

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

**Please contact 1800 025 101 or [jobs@actforpeace.org.au](mailto:jobs@actforpeace.org.au), if you have any queries. Thank you for your interest in this position.**

## About the role

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The purpose of the National Coordinator – EAPPI Australia position is to manage a deployment program of personnel to the West Bank titled the Ecumenical Accompaniment Program in Palestine and Israel (EAPPI). The EAPPI project is a global initiative led by the World Council of Churches to provide a continuous protective presence of unpaid Ecumenical Accompaniers to live alongside communities in East Jerusalem and the West Bank who are affected by the Israeli occupation of Palestine, bearing witness and standing in solidarity. More information is available here: <https://www.oikoumene.org/what-we-do/eappi>

The World Council of Churches implements this program with “national coordination bodies” around the world (number of national coordination bodies). In Australia, Act for Peace is the national coordination body for EAPPI. Each national coordination body is responsible for recruiting, training and preparing to deploy EAs from their country and supporting them to undertake advocacy when they return home to share what they witnessed with their communities and with decision makers / policy-makers.

## About Act for Peace

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Never have so many people been without a safe place to call home due to conflict and disasters. Divisions are deepening, conflicts are escalating, and climate inaction is placing lives in peril. In this unprecedented humanitarian displacement crisis, 120 million people have had to flee their homes to safety and are making the long journey to find a place to belong. We stand with them every step of the way home.

For more than 70 years, Act for Peace has brought people together to respond to this injustice. Meeting urgent needs, advocating for change and backing displaced people to reclaim control of their lives.

We are an international humanitarian agency that specialises in addressing displacement through locally led programs and amplifying the voices of people uprooted by conflict and disaster.

We work with and for people around the world who are displaced by conflict and disaster by investing in local organisations. We join forces to create lasting change, helping empower people to regain the peace that comes with having a safe place to call home.

Act for Peace is the international humanitarian agency of the National Council of Churches in Australia, and we work to confront human injustice together through the global ACT Alliance.

Founded by the Australian churches, we are a diverse collection of people united by a powerful conviction: to create a just and peaceful society, we must work together.

That’s why we work in solidarity with long-term local partners; and collaborate with local, regional and global networks, academics, governments and the UN; to ensure people uprooted by conflict and disaster have a safe place to belong.

We believe in caring for humankind together, we’re acting for peace in the world.

### **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 strategic framework, principles and policies, please visit our website [www.actforpeace.org.au](http://www.actforpeace.org.au)

## About the Partnership and Programs Department

The Partnerships and Programs Department (PPD) manages programs through locally led partnerships with NGOs working around the world. PPD supports the delivery of quality programs by incorporating organizational strengthening and technical capacity building for partners, program effectiveness and donor grant management. PPD works closely with other teams within Act for Peace to ensure alignment with relevant policy, advocacy, and fundraising initiatives. PPD 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.

## National Coordinator – EAPPI: Position Description

The role of National Coordinator – EAPPI Australia is to manage all aspects of the EAPPI program on behalf of Act for Peace. This includes recruitment, oversight of training, liaison with the Australian Steering Committee for EAPPI, the World Council of Churches and representing Act for Peace and Australian deployed personnel. The Australian National Coordinator will be expected to follow an Act for Peace partnership approach which emphasizes mutual learning and respect, strengthening organizational and program management capacity and relationship building to implement the EAPPI Australia project. The National Coordinator – EAPPI Australia will undertake project cycle management, including design support, risk management, monitoring and learning of the Australia branch of the project.

### Key Accountabilities Set

Key Accountabilities	Performance Expectations
<p><b>Recruiting and training Australian EAs</b></p>	<p>Recruitment of EAs:</p> <ul style="list-style-type: none"> <li>● Advertising to recruit new Ecumenical Accompaniers to deploy through ecumenical and other appropriate channels</li> <li>● With AfP intern, coordinate the administration of the application interview and screening process for prospective EAs in line with the selection criteria agreed with Act for Peace, Australian Steering Committee and the World Council of Churches</li> </ul> <p>Delivering pre-deployment training :</p> <ul style="list-style-type: none"> <li>● Coordinating updates to the EAPPI-Aus training program for</li> </ul>

	<p>new EAs:</p> <ul style="list-style-type: none"> <li>○ Liaising with the WCC-EAPPI Jerusalem office and other National Coordinators to discuss complementary training and available resources</li> <li>○ Overseeing the Australian Training Lead in development of training schedules and agendas</li> <li>○ Coordinating development of training materials and tools <sup>13</sup></li> <li>● Coordinating the contracting of external training facilitators, and support to internal training facilitators (i.e. AfP staff and EAPPI-Aus Committee members) to prepare to deliver training modules <sup>13</sup></li> <li>● Provide summary of candidate bios to Committee members and trainers, and make full applications and CVs available as appropriate</li> <li>● Directly deliver, or coordinate Training Lead and other facilitators to deliver, the training curriculum</li> <li>● Coordinating pre-training logistics including arrivals and departures, room allocations, venue bookings, and pre-training information sharing</li> </ul>
<p><b>Preparing and supporting deployments of Australian EAs including EA self-fundraising</b></p>	<p>Preparing EAs for deployment:</p> <ul style="list-style-type: none"> <li>● Coordinating EA candidates to undertake required compliance checks including Working with Children (or equivalent), Police Check, and Medical Check based on the EAPPI job description</li> <li>● Providing pre-training Information Packs including required reading (and knowledge checks where applicable)</li> <li>● Organising post-training, pre-deployment support including:       <ul style="list-style-type: none"> <li>○ Travel Insurance</li> <li>○ ISOS security and health briefing</li> <li>○ Scheduling a psycho-social screening check through provider (Mandala) and identifying relevant support regarding coping mechanisms during deployment</li> </ul> </li> <li>● Providing pre-deployment security and information briefing including advice on airport transit</li> </ul>

	<p>During deployment</p> <ul style="list-style-type: none"> <li>• Undertaking minimum two-time contact with EAs to ‘check-in’ during deployment and provide support and guidance on any matters arising, particularly with reference to the WCC-EAPPI Jerusalem team as they are responsible for during-deployment support and coordination (this can either be undertaken through the National Coordinator or a buddy system of returned -EAs)</li> <li>• Providing pre-exit briefing on preparing for airport transit for departure</li> </ul>
<p><b>Supporting Australian EAs to undertake advocacy on their return from deployment</b></p>	<p>Post-deployment</p> <ul style="list-style-type: none"> <li>• Arranging appropriate debriefing of EAs upon their return to Australia and post-deployment psychosocial support</li> <li>• Provide updates about the program to returned / experienced EAs to maintain engagement with the program</li> </ul> <p>Advocacy:</p> <ul style="list-style-type: none"> <li>• Provide webinar, tools and templates to experienced EAs for advocacy</li> <li>• Liaise with the Steering Committee Advocacy Working Group to help maintain contact with former EAs, share information about the program, and support advocacy and communications by former EAs.</li> <li>• Reviewing, editing and confirming Act for Peace approval of any communications and advocacy materials to be shared by EAs for the six months after deployment</li> </ul>
<p><b>Partnership and Program Coordination</b></p>	<p>Internal proposal development and design:</p> <ul style="list-style-type: none"> <li>▪ Work with the EAPPI Australia Steering Committee, World Council of Churches and other stakeholders to develop a high - quality annual proposal for Act for Peace for each approved program cycle</li> <li>▪ Budget management and acquittals prepared as per Act for Peace requirements</li> <li>▪ Implement activities in the EAPPI Australia implementation plan (section 4 of the Annual Plan)</li> </ul> <p>Monitoring &amp; Evaluation, and Reporting:</p> <ul style="list-style-type: none"> <li>▪ Develop high quality, timely reporting, and adherence to monitoring and evaluation procedures in accordance with Act</li> </ul>

	<p>for Peace and donor procedures.</p> <ul style="list-style-type: none"> <li>▪ Develop and/or strengthen effective communication and reporting mechanisms with World Council of Churches where possible, and</li> <li>▪ Actively participate in quarterly monitoring calls with World Council of Churches and “Annual Meetings” (usually approx. 4 days, organised by WCC) either remotely or in person</li> <li>▪ If safe to do so, consult with Act for Peace on planning to undertake monitoring field trips and in-country M&amp;E</li> </ul> <p>Ensure various program management tools are kept up to date for EAPPI Australia, including:</p> <ul style="list-style-type: none"> <li>▪ Program Cycle Management tracker</li> <li>▪ Risk matrix</li> <li>▪ Safeguarding Risk Assessment</li> <li>▪ Anti-terrorism checks</li> </ul> <p>Ensure that EAPPI Australia is managed in line with:</p> <ul style="list-style-type: none"> <li>▪ Act for Peace’s strategic plan, policies, and procedures; the ACFID Code of Conduct; DFAT accreditation and global humanitarian standards</li> <li>▪ Act for Peace’s protection framework, sectoral requirements as identified per project, and relevant cross-cutting policies.</li> <li>▪ Undertake other duties as required by Line Manager</li> </ul>
<p><b>Program related fundraising and Business Development</b></p>	<p>Liaise with the Steering Committee and other stakeholders within EAPPI Australia’s network to identify potential sources of funds, apply for funds and manage liaison / partnership with relevant donors</p>
<p><b>Partnership, collaboration and networking</b></p>	<p>Foster and manage existing partnership with World Council of Churches in accordance with the principles of partnership, ensuring collaborative relations are fostered, common objectives identified, complementarities are leveraged for results, and partner capacity development is supported along with organisational strategies and priorities, and policy development and advocacy needs.</p> <p>Coordinate Act for Peace’s interaction with the EAPPI Australia Steering Committee</p> <p>Participate in sector-wide consortiums, working groups and communities of practice as relevant to the role such as Palestine Israel Ecumenical Network and / or Australian Palestine Advocacy Network</p> <p>Provide support to PPD colleagues in areas of expertise.</p> <p>Provide information to Fundraising and Marketing colleagues for annual recruitment process as requested</p>

## Skills, Qualifications and Experience – Selection Criteria

### Essential

- Strong understanding of the operational context of Palestine, with at least three months of field experience working in the West Bank or Gaza
- Relevant qualifications or commensurate practical experience in Middle Eastern studies, international development, peace and conflict studies etc.
- At least five years of relevant experience which could include development / humanitarian work, conflict resolution, coordination of volunteers and diverse stakeholders, project management or other relevant experience
- Demonstrated understanding of project management, budget management and financial reporting, program planning and organizing training
- Proficient computer skills and use of Microsoft Office software
- Demonstrable problem-solving skills: ability to use sound judgement in applying technical expertise to a range of issues/problems.
- Demonstrated ability in dissemination and implementation of systems, tools, and processes.
- Excellent written and verbal communication skills

### Core Competencies

- **Living Act for Peace's Values**  
Throughout our work each day, we behave and take decisions in an ethical and professional manner based on our commitment to human dignity and equity for all and model the values and policy standards of Act for Peace. We believe that these values are fundamental to achieving our vision, purpose, and goals.
- **Working Collaboratively**  
We strive to understand others' value, perspectives, strengths, needs, contributions, and commitments to ensure we are best placed to collaborate and achieve the best possible outcomes for Act for Peace and its stakeholders. We believe our impact is greater when we work with and learn from others.
- **Translating the Big Picture into Action**  
We think strategically, are aware of our context, and implement ideas in a practical and evidence-based way, with a focus on delivering the best outcomes for the communities we seek to serve.
- **Being Agile**  
We meet changing conditions and respond to new organisational requirements, with self-awareness, flexibility, creativity, resilience and purpose.
- **Seeking Results**  
We are committed to delivering the best possible outcomes for the communities we serve. We achieve results by demonstrating curiosity, a willingness to learn and displaying a self-managing approach. We engage with risk and opportunities with a problem-solving approach. We are accountable to each other and to our stakeholders.
- **Practising Wellness at Work**

We actively create a safe work environment. We honour the inherent value we each have as individuals, value everyone's contribution and build trust. We prioritise work-life balance and model kindness and hope.

### **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
- 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 Act for Peace's 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.

Provide input to departmental Risk Management processes, with advice on health and safety risks pertaining to Act for Peace's duties and responsibility for EA deployments.

**Act for Peace is an equal opportunities employer. Individuals with lived experience of displacement are encouraged to apply.**