

International 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
 - Hybrid working arrangements
 - Annual leave loading
- Be part of an experienced and friendly team of professionals
- 12-month contract, full-time (or 4 days will be considered)
- Location: Sydney – with hybrid working arrangements (alternative locations on consideration)

Deadline for applications: 20th January 2025 (9am AEDT), with applications assessed on receipt.

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, if you have any queries. Thank you for your interest in this position.

About the role

Act for Peace is looking for someone to join our Partnerships and Programs team as an International Programs Coordinator to provide day to day support and design expertise to partners, and to work with colleagues, partners and networks to achieve a safe place to belong for people affected by displacement.

The role will support partners in project cycle management, including design support, risk management, monitoring and evaluation and learning. In doing this you will utilize the Act for Peace partnership approach which emphasizes mutual learning and respect, strengthening organizational and program management capacity and relationship building.

Partners are likely to include those based in Zimbabwe, Philippines and the Pacific.

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

Never before 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

About the Partnerships and Programs Department

The Partnerships and Programs Department (PPD) supports partners and programs by incorporating organisational, programmatic and technical capacity building for partners, 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

International Programs Coordinator Position Description

Purpose of the Position

The purpose of the IPC’s position is to work with colleagues, partner organisations and networks to achieve a safe place to belong for people affected by displacement.

Within Act for Peace, the IPC has a specific role to ensure that overseas programs meet this goal. The IPC will utilize the Act for Peace partnership approach which emphasizes mutual learning and respect, strengthening organizational and program management capacity and relationship building. The IPC will support partners in project cycle management, including design support, risk management, monitoring and evaluation and learning.

The IPC may be working with partners in Pakistan, Afghanistan, Timor Leste and Indonesia.

Key Accountabilities Set

Key Accountabilities	Performance Expectations
Partnership and Program Coordination	<p>Internal proposal development and design:</p> <ul style="list-style-type: none"> ○ Support program design processes ○ Ensure partners submit high quality annual proposals, and submit information on Smartygrants database for DFAT ANCP projects ○ Support partners in developing Monitoring and Evaluation Plans ○ Develop Grant Agreements for the year <p>Implementation</p> <ul style="list-style-type: none"> ○ Ensure projects are managed within budget and that any variations of expenditure are explained in acquittals ○ Track activity implementation against workplan <p>Partner reporting:</p> <ul style="list-style-type: none"> ○ Ensure high quality, timely reporting and adherence to monitoring and evaluation procedures in accordance with Act for Peace and donor procedures ○ Develop and/or strengthen effective communication and reporting mechanisms with overseas partners, and ○ Ensure high quality qualitative and quantitative reporting. This includes monitoring field trips and in-country M&E support to Partners. <p>Ensure various program management tools are kept up to date for all programs and partners within the remit of this position, including:</p> <ul style="list-style-type: none"> ○ Partner Plans ○ Program Cycle Management tracker ○ Risk matrixes ○ Child Safeguarding Risk Assessment ○ Anti-terrorism checks

	<p>Ensure that projects are managed in line with:</p> <ul style="list-style-type: none"> ○ Act for Peace’s strategic plan, policies and procedures; the ACFID Code of Conduct; DFAT accreditation and binding humanitarian standards ○ Act for Peace’s protection framework, sectoral requirements as identified per project, and relevant cross-cutting policies <p>Undertake other duties as required by Line Manager</p>
<p>Program related fundraising and Business Development</p>	<ul style="list-style-type: none"> ○ Conduct research to inform country analysis, risk assessment and the development of funding proposals ○ Support partners in the preparation of high-quality funding proposals in line with Act for Peace’s strategic plan, partner priorities and sector standards ○ Support business development of Act for Peace including new opportunities ○ Liaison with donors including DFAT Post in-country
<p>Monitoring, Evaluation, Learning, Quality, Accountability and Effectiveness</p>	<ul style="list-style-type: none"> ○ Adhere to the requirements of management information systems including filing and database management ○ Adhere to the requirements of all Act for Peace policies, including internal work within Act for Peace and in work with Partners and communities ○ Provide input to M&E Plans and provide relevant tools and templates for data collection and analysis to enable partners to measure higher level change ○ Support partners’ efforts to use M&E for learning and reflection ○ Support Act for Peace field trips and fundraising and communications related information collection
<p>Partnership and capacity building</p>	<ul style="list-style-type: none"> ○ Develop and manage partnerships 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 ○ Coordinate Partnership meetings, document and prepare Partnership Agreements and co-create Partner Plans ○ Strengthen partner’s existing capacity to measure higher-level change, and use this data for reflection, learning and reporting ○ Strengthen existing technical capacity and implementation regarding GEDSI, protection, disaster preparedness and livelihoods programming etc ○ Undertake the face-to-face liaison and support regarding quarterly, six-monthly and annual reporting to ensure that high quality reports are delivered

	<ul style="list-style-type: none"> ○ Support the development and further strengthening of protection expertise of partners, including through cross-learning ○ Identify needs for further technical input and coordinate provision of that input
Collaboration and networking	<ul style="list-style-type: none"> ○ Participate in sector-wide consortiums, working groups and communities of practice as relevant to the role ○ Provide support to PPD colleagues in areas of expertise ○ Provide information to Fund Raising and Marketing (FAM) colleagues as requested

Key Competencies

- 1. Partnership relationship development:** ability to establish and maintain fruitful, respectful relationships with all stakeholders related to our international program partnerships, and an ability to work in an innovative manner responding to changing need and opportunity as experienced by partners. Engage in respectful, mutual partnership discussions and able to broker challenging partnership disputes.
- 2. Planning and Organising:** ability to meet multiple tight deadlines; handle concurrent projects/activities and balance, prioritise and adjust changing workloads; capacity to follow Act for Peace knowledge management/record keeping systems
- 3. Demonstrated problem-solving skills:** strong analytical and problem-solving capability with sound judgement in providing strategic, operational and technical advice on a range of issues/problems
- 4. Adaptability:** Ability to respond to changing circumstances; adjust plans, deal with disappointment and remain calm when the unexpected happens.
- 5. Communications:** excellent spoken and written communication skills; the ability relate to partners with mixed levels of competency in program implementation and in English; capacity to prepare program proposals and reports; capacity to contribute to marketing and fundraising materials; capacity to contribute to lobbying, policy and advocacy materials; ability to negotiate an improved outcome and communicate one’s needs assertively
- 6. Teamwork:** excellent interpersonal skills; demonstrating the capacity to establish and maintain effective national and international partnerships and working relations in a multi-cultural, multi-faith environment with sensitivity and respect for diversity; capacity to work with remote stakeholders; Participate in sector-wide consortiums, working groups and communities of practice as relevant to the role
- 7. Technology Awareness:** fully proficient computer skills and use of relevant software and other applications

Skills, Qualifications and Experience – Selection Criteria

Essential

- Relevant tertiary qualification or equivalent experience in the humanitarian or development field
- Minimum of 3 years relevant work experience
- Experience in undertaking project monitoring and reporting and with using the project management cycle

- Experience working with partners including supporting ANCP programs and Emergency Response
- Experience or expertise in a cross-cutting issue such as GEDSI, advocacy, protection, disaster management or similar, preferably with experience in design of new programs
- Proficient computer skills and use of 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

Desirable

- Experience using SharePoint, or other online file management systems
- Experience in story gathering for marketing and communication purposes

Key Stakeholders and Relationships

- Internal: AfP PPD team, AfP FAM team, AfP SED team, AfP Leadership Team, NCCA staff
- External: AfP partner organisations staff and community members, AfP institutional donors, potential donors, ACFID members agency representatives

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, sexual misconduct and harassment, and the protection of children seriously.

- 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 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.

For our full Policies set please see: <http://www.actforpeace.org.au/our-policies>

Work Health and Safety

We actively create a safe work environment. We prioritise work-life balance and model kindness and hope. We follow the health and safety policies and procedures of the organisation and take all reasonable care that our actions or omissions do not impact on the health and safety of colleagues and others in the workplace.

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