

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Senior Program Manager</b>
<b>Time Commitment</b>	<b>Full time (1.0 FTE), permanent</b>
<b>Classification</b>	<b>SCHADS 6</b>
<b>Location</b>	<b>Level 1, 250 Queen St, Melbourne</b>
<b>ABOUT THE ORGANISATION</b>	
<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><b>VISION:</b> Gender equality for all  <b>PURPOSE:</b> To defend and advance the rights of diverse women and girls  <b>VALUES:</b> Feminist, Accountable, Collaborative, Transformative</p> <p><b>OUR GOALS 2020-2023:</b></p> <ol style="list-style-type: none"> <li>1. Resource and contribute to a resilient and vibrant feminist movement</li> <li>2. Promote systemic change towards gender equality for all</li> <li>3. Build a resilient and relevant feminist organisation</li> </ol> <p>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.</p> <p>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:</p> <p><b>STEP UP:</b> and use our power to leverage resources and access for women's rights organisations, and make our own contribution to feminist movements</p> <p><b>STAND WITH:</b> feminist movements in solidarity and amplify the work of global south actors</p> <p><b>STEP BACK:</b> when others are better placed to take the lead.</p> <p><i>International Women's Development Agency (IWDA) has an EO exemption (H204/2021) and requests applications from people who identify as women only.</i></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. <b>Preference will be given to applicants who have experience in, or strong community ties to, one of the countries in which IWDA supports partners.</b></i></p> <p><i>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.</i></p>	
<b>POSITION SUMMARY</b>	
<p>The Senior Program Manager is a key leadership role at IWDA, responsible for leading IWDA's partnerships in Asia and the Pacific. Reporting to the Director, Systemic Change &amp; Partnerships and working closely with the Partnerships team and Leadership team, this role drives systematic approaches to program</p>	

development, implementation and financial management as well as leading cross-team engagement to establish and improve operational policies and processes. The role also supports the successful implementation of advocacy, monitoring, evaluation and learning related to the portfolio.

Leading a team of Program Managers and Coordinators, the Senior Program Manager leads the development of relevant organisational strategy and operations, including the development of thematic frameworks and guidance, within their program portfolio, and ensures the delivery of contractual obligations and an integrated program.

This role also engages with key external stakeholders, alliances, networks and working groups, is a key representative of IWDA in the community, and maintains and enhances links and dialogue with government, donors and key agencies.

#### KEY RELATIONSHIPS

Reports to:	Director of Systemic Change & Partnerships
Manages:	A team of Program Managers and Coordinators (6-10 staff)
Internal:	Partnerships Leadership Team, Systemic Change & Partnerships Team, Business Transformation Team, Knowledge Translation, Finance, Senior Leadership Group, Leadership Team, Board, Staff, Volunteers and Interns
External:	Partners, Consultants, Donors and relevant non-government organisations, women's and development networks within Australia and overseas

#### KEY RESPONSIBILITIES

##### 1. Team Management and Coaching

- Manage a team with diverse competencies, experience and responsibilities
- Support team members to strengthen their skills and capabilities through mentoring and coaching
- Encourage a team culture of reflection and learning; accountability and transparency; collaboration and high performance
- Support an organisational culture that progresses a decolonised and feminist approach to partnership
- Foster collaboration within the Partnerships team and across the organisation, consistent with the Strategic Plan and operational priorities
- Contribute to organisational leadership by developing and maintaining relationships with other senior managers
- Actively manage Partnerships Operations Plan with other departments, negotiating dependencies and blocks to provide a quarterly outlook

##### 2. Program Quality and Partnerships

- Ensure timely and effective program management through the program cycle including safeguarding; risk and financial management in line with IWDA's program management systems, financial controls, donor requirements, contracting and compliance standards
- Ensure reporting to the IWDA Board and donors is timely, accurate and effective
- Ensure program results, challenges and lessons learnt are shared with partners, communities and current and potential donors
- Provide strategic advice and analysis on key issues and developments within the program and country portfolio and good practice within the sector
- Ensure project and program monitoring and evaluation guides program implementation through identifying lessons learned and best practice into current and future programming, in collaboration with Senior Program Quality Manager
- Oversee the design of high quality proposals and secure new funding to support the delivery of IWDA's Income Strategy

- Provide leadership and oversight of partner capacity development and support
- Support the Director to embed systemic change through integrating cross departmental knowledge and expertise and ensuring integrated strategies are implemented across the Partnerships team's work

### 3. External Relationship Management

- Maintain and develop mutually beneficial partnerships with women's rights organisations in the region
- Maintain and develop relationships with other INGOs, research institutions and policy organisations; women's movements and actors working on gender equality (in collaboration with the Feminist Movement Strengthening Advisor); safeguarding; and disability inclusion and climate justice to learn from their approaches and to influence their practices
- Gather and share information on existing and emerging donors
- Identify opportunities to promote the work of IWDA and partners

## SELECTION CRITERIA

Technical Experience	Behavioural Competencies
<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Substantial experience in leadership and effective people management</li> <li>2. A proven track record managing complex donor funded programs including donor liaison, risk and compliance, planning, evaluation and reporting</li> <li>3. Strong financial acumen as demonstrated through managing complex multi-country, multi-donor budgets</li> <li>4. Excellent time management, attention to detail and team work skills</li> <li>5. Demonstrated success working collaboratively in multi-disciplinary teams and building positive cross-team relationships</li> <li>6. Demonstrated success in program development including ability to generate funding and deliver against income targets</li> <li>7. Demonstrated understanding of women's rights and gender equality</li> <li>8. Strong written and oral communication skills</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>9. Demonstrated understanding of DFAT NGO policy, funding mechanisms and processes</li> <li>10. Experience working on policy or programs in one of the countries in which IWDA supports partners</li> <li>11. Relevant post-graduate qualifications</li> </ol>	<ul style="list-style-type: none"> <li>• <b>Valuing Diversity</b> Working effectively with individuals of diverse cultures, interpersonal styles, abilities or backgrounds. Making decisions and initiating action to ensure that organisational systems, policies and approaches utilise the capabilities, insights, and ideas of all individuals.</li> <li>• <b>Empowerment</b> Sharing authority and responsibilities with others to move decision making and accountability downward through the organisation, enable individuals to stretch and extend their capabilities, and accomplish the organisation's, and teams', strategic priorities.</li> <li>• <b>Managing Work &amp; Quality</b> Effectively managing one's time and resources to ensure that work is completed efficiently; accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining attention to detail and a commitment to quality.</li> <li>• <b>Acting with Transparency</b> Gaining other people's trust by demonstrating openness and honesty, behaving consistently, and acting in accordance with moral, ethical, professional, and organisational guidelines. Includes taking time to respect and understand others and be transparent and honest in all dealings with people, internal and external.</li> <li>• <b>Building Trusting Relationships</b> Using appropriate interpersonal styles to establish effective relationships with external and internal partners; interacting with others in a way that demonstrates emotional intelligence and self-awareness, treating others with dignity and displaying sincerity.</li> <li>• <b>Collaborating for success</b> Actively participating as a member of a team to move the team toward the completion of goals. Also identifies opportunities to build partnerships by acting to build strategic relationships between one's team and other teams or organisations to help achieve goals.</li> <li>• <b>Learning, Improving &amp; Adapting</b></li> </ul>

	<p>Commitment to improving existing conditions and processes; generating ideas, and implementing solutions; maintaining effectiveness when experiencing major changes in work responsibilities or environment and adjusting effectively to work within new work structures, processes, or requirements</p> <ul style="list-style-type: none"> <li>• <b>Judgement &amp; Decision Making</b> Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints and probable consequences.</li> </ul>
<p><b>GENERAL CONDITIONS</b></p>	
<p>All IWDA 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>	
<p><b>TRAVEL REQUIREMENTS</b></p>	
<p>Pre-COVID, Senior Program Managers were required to undertake approximately 3-4 weeks' travel per year. IWDA will continue to monitor travel restrictions and safety in the region and make decisions following discussions with IWDA staff and partners.</p> <p>It is a condition of employment that staff abide by all IWDA Policies and Procedures, particularly in relation to Occupational Health and Safety and security and safety.</p>	