

Position Description		
Title:	International Programs Coordinator (IPC)	
Department:	International Programs	
Purpose:	<p><u>Partnership Coordination</u> IPCs identify, build and maintain partnerships that achieve mutually agreed funding objectives between Transform Aid International (TAI) and overseas partner organisations. IPC's develop the partner's capability to ensure they deliver quality programs and are sustainable.</p> <p><u>Project Coordination</u> IPCs coordinate all projects through the stages of the Annual Program Cycle, ensuring projects run on time and within budget, looking for opportunities for improvement at each stage. This particular role will focus on Partners in South Asia.</p>	
Reports to:	International Programs Manager (IPM)	
Direct Reports/ Supervises:	0	
Key Relationships:	International Programs Manager, IPCs & advisors, International Partners	
Location:	Transform Aid / Baptist World Aid Headquarters, North Ryde NSW. Remotely may be considered, with occasional travel to Sydney for key events.	
Role:	Parental leave contract; 1 year, 0.8 – 1.0 FTE	
Key Responsibilities and Activities		
Key Focus Areas	Activities	Success looks like
Partnership coordination	<p>Relationship Building Identify, build and maintain relationships with partner organisation, establishing self as lead liaison for partners in all aspects of their partnership with TAI. Ensure appropriate escalation of issues to management, specialists and other key stakeholders.</p> <p>Documentation Develop and implement documentation required to establish and manage the partnership including but not limited to</p>	Effective relationships with Partner organisations developed, monitored and supported.

	<p>Memoranda of Understanding, Partnership Strategy, Funding Agreement.</p> <p>Strategic Development</p> <p>Develop and implement partnership strategies, values and objectives required to achieve mutually agreed objectives the partnership.</p> <p>Organisational Development</p> <p>Work with the partner to undertake capacity assessments to:</p> <ul style="list-style-type: none"> • identify the development needs of the organisation; • develop organisational development plans and development activities relevant to the identified needs; • coordinate and/or facilitate development activities set out in the organisational development plan. 	
Project coordination	<p>Coordinate projects through the Annual Program Cycle</p> <p>Oversee all aspects of the project management cycle for assigned projects including appraisal, funding negotiations, and project execution through review of progress reporting, financial reporting, quality assurance, risk controls, issue tracking and resolution, technical assistance, financial management health checks, strategy alignment and funds acquittal to ensure funds are utilised in accordance with approved project design and funding conditions.</p> <p>a. Project Appraisal</p> <p>Assist with project design, review project proposals and provide feedback, and produce annual project documentation.</p> <p>b. Funding</p> <p>Ensure all funding requirements are completed in a timely manner including ANCP ADPlan and performance report submissions, private funding documentation, communication and reporting requirements, specific back donors funding conditions and internal funding requirement (e.g. marketing campaign information).</p> <p>c. Finance and Budgeting</p> <p>Budget Preparation - make recommendations for project funding and liaise with IP management in the formation of the IP budget. Report review, budget review, budget</p>	High quality and effective programming delivered by Partners, to time and budget

	<p>implementation, audit review. FMHCS (financial management health checks)</p> <p>d. Project Administration</p> <p>Conduct administration of assigned projects including making progress payments, maintenance of project data in CRM and communications with relevant internal and external stakeholders.</p> <p>Ensure accurate records are maintained.</p> <p>e. Project Monitoring and Evaluation</p> <p>Monitor and evaluate projects using appropriate resources including in-country visits, desk monitoring, and evaluation coordination or engaging external resources.</p> <p>f. Project Compliance</p> <p>Ensure partner organisation and project compliance with relevant TAI policy, guidelines and contractual requirements.</p> <p>Ensure compliance with ANCP requirements.</p> <p>g. Reporting and Review</p> <p>Including ANCP Reporting and narrative report review; provision of feedback.</p>	
<p>Maintain compliance with TAI policies, sector, and grant requirements</p>	<p>Ensure compliance with external grant requirement deadlines and sector standards (as relevant); conduct technical review of submissions to DFAT/other institutional donors; coordinate and track performance reporting; and support overall compliance of grant contracts.</p> <p>Ensure compliance of assigned partners to TAI's Safeguarding Policy through training and monitoring throughout each project cycle.</p>	<p>Compliance with TAI policies, sector, safeguarding, and grant requirements maintained</p>
<p>Strategy development, representation, and technical expertise</p>	<p>Develop Country Strategy as required in consultation with key stakeholders.</p> <p>Contribute to development and implementation of thematic strategy and policy development in International Programs and TAI.</p> <p>Provide advisory or technical inputs and support to the IP team and Partners, in line with relevant1 experience and expertise.</p> <p>Research literature and sector events to ensure TAI's program is informed by good practice programming.</p> <p>Participate in appropriate BWAA/Transform Aid internal committees as directed by IPM.</p>	<p>Appropriate, relevant strategies developed to position TAI International Programs (IP) and Partners for impact.</p> <p>TAI IP and Partner capacity enhanced in areas of IPC expertise</p>

	Actively contribute to meetings and discussions in the team to advance and continuously improve our programming approaches	
Supporter and other stakeholder engagement	<p>Participate in organisation wide projects. Communicate and coordinate with relevant internal forums and Committees (e.g. Program Investment Committee meetings) and stakeholders (e.g. Advocacy, Regular Giving, Communications) to ensure Partners and Projects are effectively represented.</p> <p>Develop and maintain collaborative and strategic relationships with relevant networks, alliances and bilateral relationships to ensure TAI IP and Partners are effectively positioned.</p> <p>Represent TAI IP at relevant external events with national and international stakeholders.</p> <p>Coordinate preparation for TAI stakeholder trips and Partners visits.</p>	Productive relationships and networks developed internally and externally
Secondary Activities		
<ul style="list-style-type: none"> • Research specific issues, contribute to internal strategic projects, ad-hoc support to implementing partner needs as directed by the IPM/DoP. • Provide data for key organisation reports. May include the Annual Report, Board documentation, performance reports etc. • Continue personal professional development through pursuit of regular formal and informal training and learning. • Any other duties as directed by your supervisor. 		
Essential Knowledge, Skills and Experience		
<ul style="list-style-type: none"> • An authentic Christian, with strong commitment to the values, vision and mission of Baptist World Aid / Transform Aid International. • Relevant tertiary qualifications: ideally postgraduate degree in International development or related disciplines • Community development (Australian or International experience) project management and organisational development experience- ideally 3 years • An understanding of compliance issues and requirements for ACFID Code of Conduct, Australian Aid programs and other sectoral standards. • Excellent organisational skills, including ability to plan, organize, prioritize and implement work flow to meet positional objectives, work independently and be proactive. • Experience in reviewing and proof reading documents and preparing technical documentation. • Experience in cross cultural communication • Willingness to travel overseas up to 30 days per year • Strong working knowledge of Microsoft applications, including Word, Excel. • High standard of written and spoken English. 		
Desirable Knowledge, Skills and Experience		

- Experience in working with Australian Government grants including ANCP or AHP
- Familiarity with Baptist bodies, conventions, and distinctiveness
- Knowledge and experience of safeguarding compliance and practice.
- Experience working on overseas development programs, disaster response and coordination.
- Technical/grant writing skills
- Experience in the Church/Not-for-Profit/Charity sector
- Other technical areas of experience such as climate change, GEDSI, livelihoods

Organisational Wide Requirements

Our Values

It is expected that you model our organizational values of the workplace.

Workplace Health and Safety and Equal Employment Opportunity

It is your responsibility to take reasonable care for the health and safety of all people within the workplace and for all people who may be affected by your acts or omissions. You will cooperate in implementing WHS legislation and standards.

You are also accountable and responsible for complying with all Transform Aid International / Baptist World Aid policies and procedures designed to eliminate discrimination in the workplace.

Safeguarding

Transform Aid International / Baptist World Aid is a child safe organisation and all employees are required to read and understand our policies in relation to child protection policy, safeguarding, and the prevention of sexual exploitation, abuse and harassment. Employees must and in addition, sign and abide by our Safeguarding Code of Conduct. All employees are required to provide authorisation for a National Police Check and will be required to gain a Working with Children Check and maintain these clearances.

Compliance

It is your responsibility to ensure compliance with TAI policies and procedures, legislation, as well as requirements of relevant regulatory bodies, including ACFID and DFAT.

Employee Name	
Employee Signature	
Date	