

Position Description		
Title:	International Programs Manager (Grants)	
Department:	International Programs	
Purpose:	<p>The International Programs Manager (Grants) is responsible for overseeing partnership management and project coordination, with a focus on the Grants portfolio – including Australian NGO Cooperation Program (ANCP) and other institutional funding.</p> <p>The IPM line manages a small team of International Program Coordinators who directly coordinate partnerships and projects across Africa, Asia and the Pacific. This role will support the implementation of the program cycle management (PCM) and ensure compliance with DFAT accreditation and ACFID Code of Conduct standards. The IPM ensures alignment of the International Program portfolio to TAI’s organizational Strategy, budget and policies and contributes to continuous improvement and learning objectives.</p> <p>In addition, this person will be responsible for identifying and pursuing new grant funding opportunities, in line with the organisation’s strategic priorities.</p> <p>Other responsibilities include stakeholder liaison, strategic development, network and alliance engagement, external representation at relevant sector events and internal collaboration between Departments.</p>	
Reports to:	Director International Programs	
Direct Reports/ Supervises:	International Programs Co-ordinators (3-4) and Programs Accountant (1)	
Key Relationships:	<p>Internal IP Managers, International Program Coordinators (IPC), Project Officers, Programs Accountant, Technical Advisors, National Engagement Managers Departmental</p> <p>External International Implementing Partners, ACFID, other ANGO and CAN program staff, DFAT, consultants</p>	
Location:	Transform Aid / Baptist World Aid Headquarters, North Ryde NSW	
Key Responsibilities and Activities		
Key Focus Areas	Activities	Success looks like
International Program and Partner Management	<p>Under the DoIP’s leadership, support the development and monitoring of the IP budget and associated departmental strategic deliverables</p> <p>Manage, with other IPMs, the planning, implementation and monitoring of the TAI program management cycle to ensure</p>	Ensure the international programs team maintains a high-quality program that aligns with our organisational Strategy, budget, policies and IP frameworks.

	<p>timely proposal assessment, partner liaison, budget negotiation, project approval, monitoring and evaluation to ensure quality program performance.</p> <p>Provide active supervision and performance management of IPCs including advice and guidance on their responsibilities. Provide technical and quality support in partnership strategy and relationship management</p> <p>Support IPCs in field and desk-based monitoring of partner project implementation, including risk identification and management.</p> <p>Leads agreed internal projects associated with strategy, policy, good practice guidance and learning components of the programs portfolio.</p>	<p>Ensure the programs also meets institutional funding agreements and agreed marketing campaigns, and fundraising requirements</p>
Grant Management	<p>Responsible for the effective delivery against grant requirements for existing commitments with DFAT (ANCP and CPP), valued up to \$5 million AUD / year.</p> <p>Support IPCs and partners to meet grant deliverables (including annual plans and reports), and representing TAI as required at ANCP / CPP forums and meetings as required.</p> <p>Identify and apply for new grant funding proposals, including coordinating budget and proposal design and development</p>	<p>represented at ANCP and CPP forums</p> <p>IP delivers quality programs as per grant agreements, and other accreditation standards</p> <p>Pipeline of grant opportunities maintained and monitored. Success at new grant acquisition.</p>
Strategic Leadership	<p>Source and socialise thought leadership across a range of cross-cutting development themes. Participate in development of IP frameworks, policy, procedures, guidance documents and other documents which require technical writing.</p> <p>Risk Management: includes implementation of risk treatments (including financial, reputational, personal safety and security, and risks to project success), and maintaining internal and external reporting requirements.</p> <p>Foster learning and innovation by implementing and participating in regular learning reviews, commissioning research, staying abreast of sector trends, and participating in sector learning.</p> <p>Along with other IPMs, lead planning and delivery of regular staff development, training, and planning activities, including Strategic Review Meetings (SRMs)</p>	<p>IP frameworks, policies, and associated documents are aligned to required accreditation and sector standards, and promote quality programming.</p> <p>Effective risk assessment, management and reporting is implemented for all programs/projects.</p> <p>Knowledge and expertise shared in Strategic Review meetings and other learning activities.</p> <p>Continuous improvement and innovation</p> <p>IP team empowered with partnership management tools and skills to effectively maintain sustainable & equitable partnerships which</p>

	<p>Design solutions or introduce other innovations and improvements to our systems, tools, and programmatic approaches (continuous improvement)</p> <p>Responsible for driving commitments to localisation and monitoring the implementation of other partnership deliverables. This includes supporting IPCs to develop partnership strategies, coordinating and monitoring capacity building activities, and leading organisational development initiatives.</p>	<p>advance locally-led development.</p>
<p>People management and stakeholder engagement</p>	<p>Participate and coordinate with relevant internal forums and stakeholders (e.g. Advocacy) to ensure IP is effectively positioned.</p> <p>Develop and maintain collaborative and strategic relationships with relevant networks, alliances and bilateral relationships to ensure BWAA/TAI is effectively represented.</p> <p>Manage the performance and annual conversations of direct reports, ensuring delivery of KPIs and other strategic deliverables.</p> <p>Ensure effective use of resources to deliver on organisation's strategic priorities, including through staff recruitment, or engaging external consultants and partnerships with required technical expertise.</p>	<p>IP is represented at external forms and alliances and has a voice into future directions.</p> <p>Direct reports feel supported to deliver KPIs, and have stretch goals to develop and maximise their talent.</p> <p>Staff and external consultants effectively organised and managed to deliver strategic outcomes.</p>
<p>Compliance, governance and accreditation</p>	<p>Actively promote and ensure implementation of the organisation's policies to meet compliance and accreditation standards. Includes Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH), child safeguarding, Fraud control, GEDSI, environment, and counter-terrorism.</p> <p>Coordinate completion of annual ACFID Code of Conduct Self-Assessment, and DFAT reaccreditation assessment and ongoing reporting requirements.</p> <p>Contribute to other internal governance requirements including Board and Annual Reporting.</p>	<p>TAI/BWAA staff are trained on all relevant policies</p> <p>TAI/BWAA achieves compliance with DFAT and sector standards.</p>
<p>Secondary Activities</p>		
<ul style="list-style-type: none"> Represent the Director of International Programs at relevant and delegated times. 		

- Facilitate and participate in key internal committees, including IP-Finance, Fraud Control Committee, program quality, and partnerships review.
- Any other duties as directed by your supervisor.

Essential Knowledge, Skills and Experience

- Relevant tertiary qualifications: post-graduate degree or equivalent professional experience in International Development, Social Change, International Studies, Political Science, Sociology, Anthropology, Human Geography or related disciplines
- A minimum of 5 years international development experience
- Demonstrated experience managing or coordinating institutional grants (such as ANCP, AHP or other)
- Ability to travel overseas up to 8 weeks per year
- Experience with faith-based development and humanitarian approaches
- Experience planning, monitoring and controlling budgets
- Experience in establishment and maintenance of cross-cultural / international partnerships, and familiarity with locally-led development approaches.
- An understanding of compliance issues and requirements in the community development sector specifically ACFID and DFAT accreditation,
- High standard of written and spoken English, with experience in writing grant applications
- Able to understand, engage with and support the Biblical theology that informs the organisation's development approach
- A Christian, with a personal faith and aligned to Baptist World Aid / Transform Aid International's, mission, vision and core values

Desirable Knowledge, Skills and Experience

- Demonstrated ability and commitment in critical networking, relationship building and partnerships, especially in the Australian NGO and development sector
- A minimum of 2 years management experience, including ability to mentor and coach staff, volunteers, or consultants; plan, organise, prioritise and implement workflow to meet departmental objectives, work independently, be proactive, and exercise maturity and good judgment.
- Proven track record in grant pipeline development, design, acquisition, and implementation
- Expertise in strategic sectors including climate and environment, GEDSI, humanitarian response, economic inclusion and 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	