

ROLE TITLE:	Manager, International Programs	BUSINESS UNIT:	International Programs
DATE:	December 2021	FTE:	1.0
REPORTS TO:	Chief Executive Officer	ROLES REPORTING TO THIS ROLE: Programs and Compliance Officer	
APPROVED:			8/12/2021

ROLE PURPOSE:

International Needs Australia (INA) is a Department of Foreign Affairs (DFAT) fully accredited and donor-funded international development organisation that works with the poorest and most marginalised communities, especially women and children, to eliminate poverty and its causes regardless of affiliation. INA is different in our approach to international development and our engagement with Australian supporters because INA:

- focuses on women and children in three key areas: Education, Health and Livelihoods.
- works in Southeast Asia, South Asia & Eastern Africa (currently Ethiopia, Uganda, Ghana, India, Nepal, Sri Lanka, Myanmar, Philippines).
- commits to in-country project localisation with innovative partners and work through local staff and volunteers. We believe this is respectful and supports the development of more substantial and sustainable partner organisations and community outcomes.
- believes in poverty alleviation through a cross-sectoral and holistic approach to community development. This approach lets us partner with donors and other agencies committed to holistic poverty alleviation, focusing on community-prioritised needs.
- is grounded in Christian values and strives for a just world where all people are treated equally to reach their God-given potential. conducts national education programs with Australian students that align with the Australian curriculum to help youth clarify their personal purpose and increase empathy and understanding of global poverty and the Sustainable Development Goals.
- brings our funding contributors and in-country partners closer together and easily co-design projects with all stakeholders to support innovation and alignment of programs.

INA's income comes from general donations from committed individual donors, schools, business, trusts and foundations, as well as government grants through Australia-NGO Cooperation Agreement (ANCP).

Reporting to the Chief Executive Officer, the role is responsible for:

- Assuming primary responsibility for INA's development and humanitarian programs, including all projects and management of program management staff.
- Program quality and compliance within the DFAT Head Agreement, the ACFID Code of Conduct, and other relevant codes, policies and legislative practices and procedures.
- Providing leadership to the INA development approach and models and the development of high-quality grant proposals to external funders.
- Ensuring the provision of content to the fundraising and communications teams to best reflect the work of INA in the field.
- Providing contributions to a constructive workplace environment as a member of the Management Team at INA.

KEY OUTCOMES:

1. **Quality Management:** Determine and implement appropriate service standards, policies and procedures to ensure effective delivery for projects/programs; lead monitoring and analysis of project, risk issues/trends impacting or affecting programme delivery; and oversight of INA’s emergency responses and networks.
2. **Program Visioning:** Design and amalgamate all programming activities into the annual Programming; Operating Plan to create a calendar for the yearly activity outlook; contribute to operational planning and decision making; provide advice, support capacity building and facilitation of training to operational staff as required; work directly with field partners to envision and initiate scale up and growth of projects where appropriate.
3. **Evidence Building:** Ensure all projects undertake baseline study and evaluation; lead the analysis of project impact and compilation of report to share with internal and external stakeholders as appropriate; key contributor to the documentation and dissemination of program learnings; and ensure that learnings are used for continual improvement of projects/programs.
4. **Program Contract Management:** Monitor and ensure on-going compliance with the DFAT Head Agreement and ACFID’s quality standards and codes with regards to project/program effectiveness; ensure that recommendations from the DFAT re-accreditation and audit are implemented, lessons are learned and that the organisation is optimally placed for continual re-accreditation; management and delivery of high quality outcomes on contractual agreements; prepare reports to donors, stakeholders and others as required; ensure provision of content to the fundraising and communications teams to best reflect the work of INA in the field.
5. **Relationship Management:** Facilitate the establishment of professional networks, stakeholders and contacts who support INA; lead capacity assessment and strengthening of partners; ensure INA accountability standards are clearly articulated to international partners, and ongoing support is provided; establish clear, appropriate and reliable channels for communication with partners and stakeholders; strengthen existing relationships through the use of partnership measurement tools as required; in conjunction with the CEO, facilitate dispute resolution.
6. **Capacity building** of partners: working to strengthen partner localisation, develop partner graduation framework, ensure periodic capacity assessment of partners is conducted; capacity strengthening plan developed, implemented and tracked.
7. **External Engagement:** participate in ACFID and DFAT meetings to keep abreast of trends, policy changes and development in the sector; and network with other NGOs to exchange information and build collaboration.
8. **Grant Acquisition and Management:** lead grant opportunity research; maintain grant tracker; develop high quality grant proposals to external funders; and ensure grant-funded projects are well managed by International Program team.
9. **Human Resource Management:** Line management of Program staff, including setting of KPI’s and performance management and conduct performance review in support of annual strategic and operational plans.
10. **Internal Engagement:** work with the Development Committee, seeking inputs on strategy, projects, compliance, and risks, and reporting on progress against strategic plan.
11. **Collaborative Team Contribution:** Participate in planning sessions across other teams as appropriate.
12. Undertake special projects when they arise.

KEY RELATIONSHIPS / INTERACTIONS

Direct working relationship:

- Chief Executive Officer
- Chair, Development Committee
- Programs and Compliance Officer

Internal Working Relationships

- Marketing and Communications Lead
- Partners and Major Donors Lead
- Manager – Community Engagement
- Donor & Community Relations Officer
- Manager – Finance and HR

External working relationships

- Major donors
- DFAT – Management of International Programs within requirements
- ACFID and other NGOs – participate in appropriate professional organisation forums
- In-Country Partners – continual information exchange and seek advice where necessary
- Suppliers/contractors – Through negotiation of specific contracts, cost innovations, and information exchange

KEY SELECTION CRITERIA

The successful applicant will address the capabilities by providing real evidence through stated and written examples of work. The responses should demonstrate the capabilities, and the achieved outcomes.

The claims of each applicant will be assessed against the Key Selection Criteria. Applicants should frame their application in the context of the requirements of the role and its key outcomes. The selection panel will assess applications against the capabilities below, taking into consideration the context of the role and any specific abilities that have been identified as being relevant /necessary for the role.

KEY CAPABILITIES:

- At least 3 years experience in international development program leadership and management, ideally but not necessarily in INA's regions of interest and with knowledge of ANCP frameworks.
- Experience in project conceptualisation, budgeting, design, implementation, monitoring, and evaluation as well as complex financial and grant management.
- 3-5 years managing and collaborating with complex cross-cultural teams across sites to achieve program outcomes.
- Strategic thinker aptitude with a good knowledge of the NGO trends.
- Strong experience in financial and grant management.
- Demonstrated commitment to the cause of international development.
- Highly developed interpersonal skills - demonstrated ability in establishing, building and growing relationships with partners, donors, and with internal and external stakeholders.
- Excellent written and verbal communication skills and the ability to communicate sensitively and respectfully with donors, and with internal and external stakeholders.
- Strong results orientation approach and high level of perseverance.
- Strong time management and organisational skills, with the demonstrated ability to manage multiple priorities and deadlines simultaneously.
- Strong commitment to values of INA.
- An enthusiastic, energetic and self-motivated team player.
- Exemplary communication skills, including persuasive negotiating and public speaking abilities.
- A strong commitment and alignment with INA's mission, vision and values and philosophy statement.

QUALIFICATIONS

Essential: Masters degree or equivalent qualification and/or leadership experience in international development

Desirable: Team management experience; Experience in regions and sectors of interest to INA

INA VALUES

- We are Christian
- We value and respect people of all ages, gender, race and creed
- We are committed to empowering local communities
- We are a voice for the poor, the disadvantaged and the oppressed
- We are stewards of natural, human and financial resources
- We demonstrate integrity and commitment

SPECIAL CONDITIONS

- A current driver's licence and the willingness to drive is desirable
- Some out of hours work is required
- International, Inter and Intra-state travel may be required
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the CEO
- The successful applicant is required to gain a relevant working with children and other required checks prior to being employed which is required to be renewed as required.
- Australian residency or current works permit is required (responsibility of applicant to provide evidence of a current work permit).