

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Head of Global Engagement
Reports To:	Executive Director
Position Type:	Full-time
Date issued:	December 2018

MAIN PURPOSE OF POSITION

As a member of the Leadership Team, the Head of Global Engagement plays a key role in the organisation's external advocacy and positioning by driving credible program alternatives in line with ActionAid Australia's (AAA) strategy, feminist and human rights based approach, and humanitarian signature.

Key objectives of the role are to:

- oversee the development and promotion of innovative programs and partnerships in line with ActionAid's feminist HRBA and humanitarian signature as well as the ACFID Code of Conduct and DFAT funding obligations;
- drive the strategic positioning of AAA's programs and approaches among external audiences and effective management of government and sector relations;
- contribute thought leadership to AAA's global delegation on women's leadership and protection in emergencies, developing tools and approaches to strengthen the federation's humanitarian programming in this area and actively engaging the countries we work with; and
- provide strategic oversight and management of the Global Engagement team promoting a strong culture of collaboration in line with feminist leadership principles, AAA's Team Charter, values and HR policies and practices.

The position is expected to promote a strong culture of collaboration and integration, bringing together program, humanitarian and communications functions, and working across functions to ensure a coordinated approach to AAA's external positioning.

This role has budget and financial management responsibilities.

KEY ROLES AND RESPONSIBILITIES

Key Responsibilities	Tasks/Duties
Organisational Leadership and Management	<ul style="list-style-type: none"> • As a member of the Leadership Team, contribute to the development, implementation and monitoring of the organisation's strategy and annual workplan and budget, including sound financial management of the Global Engagement budget • Provide strategic oversight of the Global Engagement team promoting feminist and inclusive leadership and building a strong and integrated team with a culture of collaboration and respect for diversity. • Oversee staff learning and development opportunities and adherence to AAA's HR systems and processes, including the decentralisation of decision-making to the appropriate level to drive effectiveness, efficiency and empower staff. • Contribute to the planning and preparation of Board meetings and engage in strategic conversations with the Board on relevant areas. • Work with peers on the Leadership Team to ensure effective cross-functional work and drive efforts to ensure external facing communications are grounded in the voices of the women we work with.

	<ul style="list-style-type: none"> • Work with the Media and Communications Manager to oversee adherence to brand guidelines across the organisation. • Work with the ED and COO to facilitate annual planning and reporting processes. • Lead the development and review of manuals and policies as per the Policy Framework.
Advocacy & External Relations	<ul style="list-style-type: none"> • Establish positive and productive relationships with peers in AA country offices and the Global Secretariat, to further strategic priorities and programs. • Ensure effective representation of AAA in International Program Platforms and other federation spaces, contributing to integrated global program planning and strategic positioning of the federation. • Establish strategic relationships and regular communications with key staff within DFAT to position the organisation’s strategic priorities and programs. • Represent AAA and its policies with other Australian NGOs, partners and donors, and engage with relevant ACFID working groups and Communities of Practice (COP), which currently includes a co-convening role of the Gender COP and participation in the Humanitarian Reference Group. • Oversee the development of organisation-wide marketing, communications and PR strategies that strategically position the organisation’s brand, priorities and programs among key target audiences and put the voices of the women we work with front and centre. • Work with communications and campaign staff to contribute to key messages for public communications, including reactive communications. • Act as a media spokesperson for the organisation.
Program Development and Partnerships	<ul style="list-style-type: none"> • Ensure all programs and emergency responses align with AAA’s feminist Human Rights Based Approach and humanitarian signature, and comply with the ACFID Code of Conduct, DFAT obligations and AAA policies. • Provide operational leadership of the organisation’s engagement in the Pacific through oversight of the Shifting the Power Coalition and programming through the AA Vanuatu office. • Play a key role in the design of new projects in line with AAA’s strategic priorities, feminist HRBA and programming standards and in close collaboration with senior managers and AA country programs. • Work with the Global Engagement team to define, document and promote AAA’s program and humanitarian alternatives. • Work with the Executive Director to provide operational leadership of AAA’s Global Delegation on Women’s Rights in Emergencies, leading annual planning and reporting processes and internal coordination mechanisms. • Ensure timely and effective response to humanitarian emergencies through the ARISE Fund and public appeals. • Undertake an annual Participatory Review and Reflection Process with all partners and facilitate program and communications learning spaces at team and organisational level.
Resource Mobilisation	<ul style="list-style-type: none"> • Drive the development and implementation of an Institutional Fundraising Strategy for AAA with program and relevant fundraising staff • Oversee institutional funding opportunities to sustain and expand AAA’s international programs in line with the organisation’s strategic directions and commitment to women’s rights • Work closely with other teams to ensure timely and relevant content on programs to support fundraising and campaigning activities • Develop strategic and innovative partnerships that position AAA for new funding and profile raising opportunities and align with our values and approach • Develop and maintain relationships with donors with a particular focus on maintaining a strong relationship with DFAT and other institutional donors • Ensure donor obligations are met according to agreed timeframes and contractual obligations

Budget management	<ul style="list-style-type: none">• This role has budget and financial management responsibilities
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SKILLS & COMPETENCIES REQUIRED

- Passionate about women's rights with previous experience working to advance gender equality
- Strategic understanding of the international development and humanitarian sectors and current trends and developments
- Proven team leadership, management and interpersonal skills, including strong cross-cultural understanding and a commitment to diversity
- Previous experience in advocacy and government relations, and the ability to represent and advocate on behalf of ActionAid Australia
- Proven experience in international development and humanitarian programming
- Strong relationship building and networking skills with a proven track record in partnership development and innovation
- Exceptional written and oral communication skills
- Solid planning and organisational skills, including managing deadlines and time-sensitive situations
- A strong commitment to ActionAid Australia's values and human rights-based approaches to development
- Relevant tertiary qualifications.

TRAVEL REQUIREMENTS

Interstate and international travel will be required on a regular basis although ActionAid provides a range of flexible options to support staff with parental responsibilities.

Interested applicants should submit their curriculum vitae (no more than 4 pages) and a covering letter with brief responses to the selection criteria by 14 January 2019 to hr.au@actionaid.org