



POSITION DESCRIPTION

Position Title: Program Development Coordinator
Reports to: Head of Programmes
Position Type: Full Time
Date Issued: 28th August 2021

MAIN PURPOSE OF POSITION

ActionAid Australia is a part of a global federation working in 45 countries to advance women's rights and end poverty and injustice. It works from a human rights-based approach that recognises the agency of women living in poverty to drive change in their lives, working in solidarity with other allies to campaign against the structural drivers of poverty and injustice. ActionAid Australia supports programs in 15 of these countries focused on advancing economic and climate justice for women, and their rights in emergencies. These aim to put resources and technology in the hands of women to accelerate change in their lives and communities.

The Program Development Coordinator is a core member of the program team and works closely with program and fundraising colleagues in Australia and globally through the ActionAid federation. The position is responsible for supporting the growth of ActionAid Australia's (AAA) institutional donor funded projects and coordinating inception of new projects. This role leads on the identification, coordination and writing of institutional funding opportunities working closely with the program team and country partners to design high quality projects. The Coordinator also coordinates inception of new projects with partners and ensures all program quality processes are implemented in the establishment of new projects.

Key objectives of the role include:

1. Proactively undertakes donor scoping and monitors relevant sources to identify and proactively pursue institutional donor funding opportunities in support of ActionAid's program and country priorities.
2. Leads the coordination and development of high-quality concepts and proposals for institutional donors, working collaboratively with the Programs Team and other relevant colleagues to ensure projects are designed in line with ActionAid's feminist Human Rights-Based Approach (HRBA) and comply with the ACFID Code of Conduct and AAA's Program Manual and policies.
3. Organises and coordinates the inception of new projects and completion of all design and compliance documents in line with ActionAid's program manual
4. Works with the Partnerships Hub to identify and proactively position for new opportunities and partnerships to advance ActionAid's program priorities and desire to scale up access to resources and technology for the women we work with.

KEY ROLES AND RESPONSIBILITIES

1. Coordinate institutional fundraising with relevant colleagues:

- Work with ActionAid colleagues, country offices and partners on new funding opportunities and design quality projects and bids that align with these opportunities and position AAA for success
- Develop an institutional funding strategy and maintain a pipeline of opportunities to support the work of AAA and the federation in line with AAA strategic objectives, specific funding priorities and emerging donor opportunities
- Identify funding opportunities within DFAT, UN and other institutional donors to support the work of AAA and partners (ActionAid country offices and Shifting the Power Coalition in the Pacific) in line with AA's cross border fundraising policies
- Analyse and appraise concept notes and donor proposals in line with ActionAid Australia's rights-based approach and donor criteria in close collaboration with program colleagues
- Work closely with institutional fundraising staff across the federation to share and learn from good practices
- Work on humanitarian activations when there are calls with tight timelines.
- Other tasks as required

2. Coordinate and develop high-quality concepts and proposals in collaboration with colleagues

- Coordinate the design, drafting and/or editing of proposals from ActionAid partners (country offices and Shifting the Power Coalition members) for submission to institutional donors ensuring clear roles and responsibilities and timelines
- Ensure that proposals meet a consistently high standard of quality in line with ActionAid Australia's program handbook and feminist HRBA, and align with donor guidelines and priorities
- Map out proactive opportunities to show case AAA's work to position for funding and work with relevant staff to develop compelling concepts
- Identify and pursue potential partnerships that can enhance success and effectiveness of project proposals, including technology partnerships that can accelerate change for the women we work with
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- **Coordinate the establishment of new donor-funded project ensuring they meet the standards outlined in AAA's Program Manual and are recorded in Contract Management System i**
- Organise and facilitate the inception of new projects as required working closely with the Head of Programs to ensure all partners are clear on roles and responsibilities, reporting and compliance requirements

- Work with the finance and operations team to ensure new projects are incorporated into the organisation's restricted budget and partner compliance requirements are met
- Complete the full set of design documents for all new projects according to the best practice as outlined in ActionAid Australia's program manual
- Upload and manage design documents in the contract management system according to established or new protocols
- Serve as the contract management system focal point for the AAA programs team

This role will undertake other tasks as required to support the growth of program funding and a solid inception and program quality processes. It will also be expected to operate in line with AAA's Team Charter, values and commitment to feminist leadership practice across the organisation.

E, KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential

- A commitment to ActionAid's vision, purpose and values
- At least 3 years of experience in international development
- Experience in the design and management of projects
- Experience in institutional fundraising and an understanding of DFAT requirements
- Commitment to feminist principles and approaches in development and humanitarian action
- Excellent written and verbal communication skills with the proven ability to articulate complex issues in a compelling and persuasive manner both in writing and in person
- Research, analytical and strategic thinking ability
- Demonstrated ability to work respectfully and collaboratively in a cross-cultural or international environment working with country staff and partners
- Proven ability to work collaboratively in multi-cultural teams and autonomously
- Demonstrated initiative, creativity and flexibility with ability to develop strategic and innovative partnerships aligned to the organisation's priorities
- Relevant tertiary qualifications or equivalent