

## POSITION DESCRIPTION

### POSITION DETAILS

Position Title: Pacific Program Coordinator

Reports To: Head of Programs, ActionAid Australia

Position Type: Full time

Date issued: 19 October 2021

### MAIN PURPOSE OF POSITION

The Pacific Program Coordinator sits within the Program Team at ActionAid Australia and coordinates the Secretariat for the Shifting the Power Coalition, which supports diverse Pacific women’s leadership in responding to climate change, disasters and health emergencies. The role works in close collaboration with the StPC Regional Hub in Suva, Fiji and a remote team of staff at the Global Fund for Women in the USA. It coordinates grant making processes through the Shifting the Power Coalition and Global Fund for Women’s Pacific Climate Justice movement-led approach to support Pacific Climate Justice Movements. This includes coordination of oversight committees, streamlined grant making and reporting processes and supporting partner compliance with core policies and standards.

Key responsibilities include:

1. Provide secretariat support and coordination for the “Shifting the Power Coalition” in the Pacific;
2. Ensure quality grant management of all donor-funded StPC projects including timely project documentation, monitoring, reporting and compliance as well as information management through ActionAid’s contract management system;and
3. Support the design and implementation of grant making, reporting and collective decision-making processes that are participatory and streamlined in support of feminist and women’s rights organisations and movements in the Pacific.

### KEY ROLES AND RESPONSIBILITIES

Key Responsibilities	Tasks/Duties
Shifting the Power Secretariat Coordination	<p>Working in close collaboration with the StPC Regional Hub and AAA programs team:</p> <ul style="list-style-type: none"> <li>• Monitor and progress the annual work plan for the StPC to deliver on donor commitments, and develop quarterly reports, indicators and finance updates for the StPC Steering Committee, tracking project deliverables and expenditures</li> <li>• Provide secretariat support for the Shifting the Power Coalition, organising (i) quarterly meetings of the StPC Steering Committee meetings including the Young Women &amp; CC Project Steering Committee (ii) annual partner review calls (iii) documentation of all meetings as required; and (iv) other meetings as needed</li> </ul>

	<ul style="list-style-type: none"> <li>• Support program planning and logistics coordination for StPC training and events</li> <li>• Coordinate internal AAA review of Coalition communications and promotional material in line with agreed timelines and organise distribution to target audiences</li> <li>• Represent StPC and AAA at various regional events and donor meetings as requested or delegated</li> </ul>
Grant management and quality program management	<ul style="list-style-type: none"> <li>• Coordinate quality program management of all donor-funded projects for the STPC Coalition including:             <ol style="list-style-type: none"> <li>a) Support the appraisal of new projects in line with AAA’s humanitarian signature and feminist HRBA</li> <li>b) Ensure project agreements, MOU’s and relevant agreements with partners are in place, filed and updated</li> <li>c) Support development of M&amp;E frameworks, implementation schedules and capacity development plans, where required</li> <li>d) Coordinate donor narrative and financial reporting and grant administration, including analysis of project expenditure against budget, and progress against implementation plans</li> </ol> </li> <li>• Support project monitoring, reporting, documentation and communications, including ensuring project information management through AA’s contract management systems</li> </ul>
Partner Grantmaking, Reporting & Compliance	<p>Working closely with the StPC Regional Hub and Global Fund for Women team to:</p> <ul style="list-style-type: none"> <li>• Support the implementation of GFW’s movement-led approach to support climate justice movements in the Pacific, including establishing a movement committee to guide decision making</li> <li>• Support the GFW movement committee to develop criteria and guidelines for grant making</li> <li>• Coordinate grant making calls based on agreed criteria and guidelines, looking at ways to streamline and align processes among the two entities to drive best practice feminist funding models</li> <li>• Organise meetings and facilitate discussions and negotiations among the movement committee to determine criteria for funding and assess eligible applications that support the needs and priorities of movement actors</li> <li>• Facilitate contracting and transfers of funding tranches from AA Australia/StPC and GFW to partners in line with policies, and ensure relevant documentation is submitted, including bank acknowledgements and reports</li> <li>• Coordinate and monitor partner grant management and reporting processes, and communicate and liaise with partners on behalf of both entities</li> </ul>

	<ul style="list-style-type: none"> <li>Assess and support partners to meet due diligence and risk management requirements, including adherence to policies and procedures related to Safeguarding (child protection, PSEAH), counter terrorism, procurement, anti-bribery and corruption, working in close collaboration with AAA's compliance unit and GFW staff</li> </ul>
Other	<ul style="list-style-type: none"> <li>Adhere to AAA's and GFW's feminist values and Team Charter, ensuring respectful and equal relationships with all partners</li> <li>Other duties as required</li> </ul>

## SKILLS & COMPETENCIES REQUIRED

### Essential

- A commitment to ActionAid's and Global Fund for Women's vision, mission and values
- A passion and commitment to women's rights, gender justice and intersectional feminism
- Relevant tertiary qualifications in development and/or another relevant areas
- Minimum of 3 years of relevant experience of program management experience, ideally in a development or humanitarian context
- Good analytical and reporting skills
- Strong administration, finance, information management and coordination skills with attention to detail and the ability to adhere to standards
- Excellent cross-cultural skills and the ability to build strong, collaborative interpersonal relationships with partners and other key stakeholders
- Ability to listen and learn from partners, and to support capacity strengthening of civil society partners in an empowering way
- Facilitation, consensus building, and conflict resolution skills to support collective decision making
- Proven ability to work with limited supervision and under pressure to meet multiple deadlines
- Demonstrated initiative, resourcefulness and flexibility
- Good oral and written communication skills.
- A high level of computer competency and comfortable with the use of Zoom, Skype and preferably Microsoft Teams

### Desirable

- Knowledge of the ACFID Code of Conduct and DFAT compliance requirements
- Experience working in the Pacific or from a Pacific Island background
- Experience working with, or within, a feminist organization

If interested in applying please submit your CV (no more than 4 pages) and a covering letter (no more than 3 pages) to [hr.au@actionaid.org](mailto:hr.au@actionaid.org). Applications close COB Friday 5th November 2021.