

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Head of Programs
Reports To:	Executive Director
Position Type:	Full-time
Date issued:	February 2025

MAIN PURPOSE OF POSITION

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

Key objectives of the role are to:

- drive the strategic positioning of AAA's programs, approaches and expertise among external audiences and effective management of DFAT, sector and public relations;
- lead the development and implementation of innovative and impactful programs and partnerships in line with AA's intersectional feminist HRBA and humanitarian signature;
- ensure adherence to AAA's programming standards as outlined in the AAA Program Manual, and that these continue to be fit for purpose, aligned to AAI best practice and the requirements of DFAT accreditation and the ACFID Code of Conduct;
- lead the organisation's program growth strategy, providing strategic direction for institutional and philanthropic funding growth opportunities and managing institutional funding relationships with donors and implementing partners; and
- provide oversight and management of the Programs team, promoting a strong culture of collaboration within the team and broader organisation in line with AAA's feminist leadership principles, Team Charter, values and HR policies and practices.

This role has budget and financial management responsibilities. It manages a team of five staff including:

- Deputy Head of Programs/Humanitarian Lead
- Pacific Program Manager/Climate Lead
- Program Manager/Inclusion Lead
- Partnerships Development Coordinator/Technology Lead
- Program Systems & Compliance Coordinator

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 • Manage staff within the Programs Team promoting feminist and inclusive leadership and building a high performing and cohesive team with a culture of collaboration and respect for diversity.

	<ul style="list-style-type: none"> • Develop and track the annual workplan and budget for the Programs Team, ensuring clear roles and responsibilities and sound financial management of resources • Oversee staff learning and development opportunities and adherence to AAA's HR systems and processes, ensuring all staff have an annual Performance Development Plan, access to learning and growth opportunities and timely feedback on any performance concerns • Contribute to the planning and preparation of Board meetings and engage in strategic conversations with the Board on relevant areas. • Contribute to AAI's annual planning and reporting processes in collaboration with the Leadership Team. • Lead the development and review of manuals and policies as per the Policy Framework. • Adherence to AAA's Child Protection and PSEAH policies.
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. • Represent AAA in the ActionAid federation's Heads of Program group to support the development of the Strategic Implementation Framework and federation wide priorities, consulting with relevant colleagues in AAA as required • Establish strategic relationships and regular communications between key staff within AAA and DFAT to position the organisation's strategic priorities and programs. • Represent AAA and its policies with other Australian NGOs, partners and donors, and ensure AAA effective representation within relevant ACFID working groups and Communities of Practice (COP) • Act as a media spokesperson for the organisation when required • Contribute to the Advocacy Hub ensuring coordination across the organisation's external advocacy and representation
Program Development and Partnerships	<ul style="list-style-type: none"> • Ensure all programs and emergency responses align with AA's intersectional feminist HRBA and humanitarian signature, and comply with the ACFID Code of Conduct, DFAT obligations, DFAT accreditation and AAA policies and manuals. • Ensure strategic oversight of the organisation's engagement in the Pacific, including the Shifting the Power Coalition and the AA Vanuatu office • Lead the design of new projects in line with AAA's strategic priorities, intersectional feminist HRBA and programming standards in close collaboration with program colleagues and country partners. • Oversee program monitoring, evaluation and learning across AAA's development and humanitarian programming and lead impact reporting with campaigns and communications colleagues • Work with the Programs team to define, document and promote AA's feminist program and humanitarian alternatives and impact, including providing thought leadership and speaking at conferences and events. • Work with the Deputy Head of Programs/Humanitarian Lead to ensure timely and effective response to humanitarian emergencies through the Emergencies Action Alliance, the Arise Fund and coordination of public appeals. • Work with the Head of Campaigns & Policy to identify opportunities to ensure our campaigns amplify the voices and demands of the women we work with • 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"> • Lead the development of AAA's Institutional Fundraising Strategy in consultation with program staff, which aligns with AAA's organisational strategy and ensures the organisation is well positioned for emerging opportunities in the external context • Oversee institutional funding opportunities to sustain and expand AAA's international program in line with the organisation's strategy and commitment to

	<p>women's rights working in close collaboration with the Partnerships Development Coordinator</p> <ul style="list-style-type: none"> • Work closely with other teams to ensure timely and relevant content on programs to support fundraising and campaigning activities and external communications • Identify and build strategic and innovative partnerships that position AAA for new funding and align with our values and approach • Ensure high quality donor reporting meets donor requirement, with impact and outcomes captured accurately • 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

SKILLS & COMPETENCIES REQUIRED

- Passionate about feminism and advancing women's rights and climate justice in development and humanitarian work
- Strategic understanding of current trends and shifts in the international development and humanitarian sectors
- Proven team leadership, human resource management and interpersonal skills, including the strong cross-cultural understanding, coaching skills and a demonstrated commitment to diversity
- 10 years+ experience in program design, implementation, monitoring and evaluation in international development and/or humanitarian response, including documenting and communicating impact
- Strong relationship building and networking skills with a proven track record in partnership development and innovation
- Exceptional written and oral communication skills with the ability to successfully represent and advocate on behalf of AA Australia, including with government and donors
- Solid strategy, planning and organisational skills, including managing deadlines and time-sensitive situations
- A strong commitment to AA Australia's values and feminist leadership principles
- Relevant tertiary qualifications

TRAVEL REQUIREMENTS

Interstate and international travel will be required on a regular basis, subject to security restrictions.

Interested applications should submit their curriculum vitae and a covering letter addressing the selection criteria by Friday 7th March to hr.au@actonaid.org.