

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Program Manager – Pacific CIRCLE
Department:	Programs
Reports To:	Head of Programs, ActionAid Australia
Position Type:	Full-Time, Fixed-Term (3 years, with possible extension)
Position Location:	Sydney (remote working in Melbourne may be considered)
Date issued:	December 2025

ORGANISATIONAL CONTEXT

ActionAid Australia (AAA) is a global women's rights organisation working to advance social justice, gender equality and poverty eradication. We partner with women living in poverty and exclusion to support their leadership and collective action to claim their rights.

The "Pacific CIRCLE - Empowering Resilience: Nature-Based Solutions for Climate Adaptation in Pacific Communities" (supported by the Kiwa Initiative) is a regional program supporting climate resilience through nature-based solutions across four Pacific Island countries (Fiji, Kiribati, Tonga and Vanuatu) with a strong focus on gender equality, inclusion, and community-led adaptation.

MAIN PURPOSE OF POSITION

The position is responsible for the management and effective delivery of ActionAid Australia's "Pacific CIRCLE: Empowering Resilience: Nature-Based Solutions for Climate Adaptation in Pacific Communities" program. The role will oversee program implementation, monitoring and evaluation, ensuring high-quality delivery, reporting, compliance, and stakeholder engagement. The role will work closely with the Global Network of Civil Society Organisations for Disaster Reduction (GNDR) and partners in the Pacific to implement project deliverables, meet donor reporting requirements and contribute to learning and advocacy efforts aligned with project commitments.

The role also ensures program compliance with the Agence Francaise de Developpement (AFD) grant requirements and supports key relationships with AFD, the Kiwa Secretariat and other program stakeholders.

KEY ROLES AND RESPONSIBILITIES

- Manage the overall Pacific CIRCLE program with responsibility for delivery of grant requirements in accordance with the Kiwa Initiative and AFD requirements, AAA's Programs Manual and a human rights-based programming approach.
- Build strong relationships with partner organisations to coordinate and support program management. This includes coordinating activities, providing technical support, and ensuring compliance with donor and organisational standards.
- Lead and coordinate program inception activities to establish clear plans, roles, and resources, ensuring a smooth and effective program start up.
- Manage the program implementation schedule and track milestones against this plan to support efficient, transparent, and adaptive management. Flag any key risks to the Head of Programs, proposing solutions and action plans.
- Work closely with the AAA Finance team to ensure the AFD procurement processes are followed, and the program is run according to the Manual of Operations and Procedures.
- Develop program narrative reports and collaborate with partners and AAA Finance team to ensure financial and program reporting are delivered within specified timelines to the donor (AFD).
- Develop the program monitoring and evaluation framework, collate content, analyse data, and synthesise complex information for donor reporting and knowledge products. This includes reviewing project-level and technical progress reports, financial reports, and knowledge products.
- Facilitate clear, respectful, and effective communication and collaboration between ActionAid teams, partners, and stakeholders across the Pacific region. This includes working closely with the AAA Communications team and partners to support the delivery of strong and impactful program communications
- Administer grants and contracts, including due diligence, risk assessments, and safeguarding reviews.
- As a member of the AAA Programs team, support cross-program learning and integration with AAA's climate justice and women's rights work.
- Other duties as required.

SKILLS & COMPETENCIES REQUIRED

Essential

- Degree in international development, environmental management, gender studies, or equivalent experience.
- Significant professional experience in international development or environmental programming, ideally in the Pacific region.
- A proven commitment to women's rights, gender equality, and inclusion. This includes a commitment to ActionAid's feminist values and human rights-based approach.
- Demonstrated knowledge of nature-based solutions to climate change and gender-responsive programming.
- Strong project management skills, including grant management, budgeting, reporting, and risk management.

- Proven experience in building strong partnerships based on trust and mutual learning.
- Excellent interpersonal and communication skills, including experience working in cross-cultural and linguistically diverse environments.
- An ability to work collaboratively and independently in a flexible team-based environment.

Desirable

- Existing networks in climate, development, or gender sectors in the Pacific.
- Experience in monitoring, evaluation and learning (MEL) and knowledge product development.
- Experience with AFD-funded programs and familiarity with AFD standards.
- Experience working in Pacific Island contexts.
- Demonstrated knowledge, skills, and expertise applying Gender Equity, Disability, and Social Inclusion (GEDSI) practices at the project level.

Other Requirements

- Willingness to travel internationally (with notice).
- Completion of relevant employment screening checks.
- Current working rights in Australia.