

POSITION DESCRIPTION

INTERNATIONAL PROGRAMS COORDINATOR

ORGANISATIONAL OVERVIEW	
<p>Established in 1951, Jesuit Mission is the international relief and development ministry of the Society of Jesus in Australia. Jesuit Mission seeks to promote a faith that does justice by supporting local Jesuit partners across South-East Asia, India and Africa, to accompany and empower poor and vulnerable communities through community development programs such as education, health, livelihoods and refugee support to live free and full lives.</p>	
ORGANISATIONAL VALUES	
<ul style="list-style-type: none"> • Welcoming: forming strong, faithful relationships • Discerning: being reflective and strategic in all we do • Courageous: standing up boldly to effect change 	
ORGANISATIONAL RESPONSIBILITIES	
Positive Working Relationships	
<ul style="list-style-type: none"> • Manages self so as to work collaboratively and productively as part of a well-functioning and dynamic team that contributes positively to the work of Jesuit Mission and its values • Facilitates good, productive and appropriate working relationships with Jesuit Mission and the Society of Jesus staff, volunteers, donors, partners, suppliers and other Jesuit Ministries • Works closely with the Society of Jesus Province and other Jesuit ministries to ensure that the work of Jesuit Mission can be completed in the most effective and efficient manner 	
Respect	
<ul style="list-style-type: none"> • Behaves in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity or ability • Provides and promotes an environment of mutual respect, dignity and fairness – free from discrimination, harassment, victimisation, bullying and violence to ensure that acceptable standards of conduct are maintained at all times and takes appropriate action if unacceptable conduct is observed 	
Quality Assurance and Continuous Improvement	
<ul style="list-style-type: none"> • Attends relevant meetings, workshops, conferences and training, as required • Becomes familiar with and follows the Province's quality and standard policies, procedures and management instructions • Is open to new ways of doing things that enhance working in an environment that subscribes to the Ignatian way • Strives for continuous improvement in the quality system and work practices by being alert to opportunities for improvement 	

Occupational Health and Safety

- Complies with the requirements of relevant Work, Health and Safety Acts and related procedures developed by the Mission
- Works in a manner that considers duty of care for self and others and be safety conscious at all times
- Reports inappropriate behaviours which endanger self or others including bullying and other harassing behaviours / incidents
- Reports to work physically and psychologically fit for duty
- Ensures all work areas are maintained in a safe condition and reports (to manager) if they are not
- Completes site induction (where necessary)

PART 1: POSITION SPECIFICATIONS

POSITION STRUCTURE

Reporting structure:	Reports to	International Programs Manager (IPM)
Supporting Teams:	Works alongside	Chief Executive Officer, Rector, Fundraising and Communications, Finance Manager, Community Engagement, Supporter Care, Office Coordinator

POSITION OBJECTIVE

The International Programs (IPC) is responsible for accompanying our international partners (and missionaries) to design, implement, monitor and evaluate community and integral human development programs that enable and empower poor and vulnerable communities to build confidence, resilience and skills to lead full and free lives. The IPC is accountable for ensuring that the portfolio of Jesuit Mission's international programs, and the associated finances and documentation, adhere to all legislative, regulatory, compliance and best-practice guidelines.

POSITION SPECIFIC RESPONSIBILITIES

KEY ACCOUNTABILITIES	KEY TASKS
Program and partnership management	<ul style="list-style-type: none">• Ensure programs funded by Jesuit Mission, for which they are responsible, are well managed, guided by best practice and mission-aligned; impact is measured, captured and shared; and learnings are adopted in a continuous improvement journey.• Foster and uphold strong, mutually beneficial and respectful relationships with all our partners ensuring respective responsibilities are met, partnership agreements are in place, and partners' capacities grow.• Support the design and organisation of partner capacity strengthening, quality learning and information sharing strategies and plans.• Coordinate project cycle management and administration of relevant country programs, including working with partners in the development and appraisal of program designs, submission of program reports and preparation of funds transfers.• Contribute strategic advice and technical support to partners' long-term programming and future program direction.

	<ul style="list-style-type: none"> • Manage all financial and narrative reporting for Country Programs, including liaising with partner staff to ensure deadlines are met. • Support Jesuit Mission through ACFID membership, ACFID Code compliance and DFAT accreditation.
Monitoring, Evaluation and Learning	<ul style="list-style-type: none"> • Input into the development of a Monitoring, Evaluation and Learning (MEL) framework that plans, captures, evaluates and maximises all program/project results, impact, effectiveness and learning. • Manage project monitoring, evaluation and learning processes, including data capture, quality control of information management, training and support, and impact reporting. • Undertake routine project monitoring visits; participate in project evaluations; and, when required oversee and manage third-party evaluations. • Provide technical advice to partners in their program design, monitoring, evaluation and learning (DMEL). • Oversee reporting requirements, ensuring accuracy, relevance and timeliness, for internal and external stakeholders including donors, Trusts and Foundations and DFAT (in the future). • Foster a culture of continuous improvement, learning and feedback ensuring that learnings are integrated into programs and good practice is identified and shared.
Financial management and reporting	<ul style="list-style-type: none"> • Input into the development, management and tracking of multi-year and annual International Programs budget. • In collaboration with the Finance Manager and IPM, input into the design of systems for reporting on project funding to ensure expenditure is in line with budget. • Apply due diligence with partners to test and check for financial management good practices and risks of fraud. • Provide input into the quarterly performance report for CEO and Board.
Communication, Relationships and Networks	<ul style="list-style-type: none"> • Work closely with all staff, especially the IPM, CEO, Rector, Finance Manager, Fundraising and Communications Manager and the Philanthropy, Community Engagement and Supporter Care Coordinators to identify, source and share stories and learnings from programs that deepen engagement, understanding and support of Jesuit Mission's work. • Document and share stories and lessons learned through the programs to contribute to program development, organisational learning and Jesuit Mission supporter communications. • Collaborate with the IPM and Rector to embed an Ignatian / Catholic lens within Program Management and DMEL templates and documentation. • Participate in working groups, conferences and learning exchanges run by key networks such as the Jesuit Conference of Asia Pacific (JCAP), Xavier Network, ACFID and other communities of practice. • Connect with and potentially collaborate with faith-based and other similar sized ANGOS.

	<ul style="list-style-type: none"> • Represent Jesuit Mission at relevant conferences, development meetings, Jesuit and supporter engagement events and meetings.
Systems and Processes	<ul style="list-style-type: none"> • Identify relevant systems, processes and training opportunities to improve programs management, communications and effectiveness. • Maintain and improve Jesuit Mission's documentation.
Compliance & Regulatory	<ul style="list-style-type: none"> • Ensure that Jesuit Mission adheres to all legislative, regulatory and compliance requirements in Australia (such as DFAT, ACNC, ATO) and in all countries of operation. • Prepare for and implement advice from external auditors. • Remain abreast and up-to-date with best practice and contemporary thinking on international community development and implications for Jesuit Mission and its international partners and projects. • Contribute to the development and updating of relevant programs policies and processes to strengthen internal controls and adhere to relevant statutory and legislative requirements. • Ensure children and vulnerable people are safeguarded in all Jesuit Mission international programs and engagements, and support all partners to prioritise child safeguarding. • Contribute to the identification of programmatic risks and identification of mitigation strategies. • Develop relationships with other faith-based and similar-sized NGOs to share learnings.
General	<ul style="list-style-type: none"> • Actively participate in team meetings, strategic planning and attend events and functions as required.

KEY COMMUNICATIONS	
Internal IPM CEO Rector Finance Manager Fundraising & Communications Manager Communications Coordinator Philanthropy Coordinator Community Engagement Coordinator Office Coordinator Volunteers and Event Committees	External Jesuit Mission partners Jesuit Mission program participants Society of Jesus priests, groups and representatives Jesuit Mission supporters and donors, including schools and parishes Jesuit Social Ministries and Services

PART 2: SELECTION CRITERIA

SELECTION CRITERIA
Essential
<ul style="list-style-type: none">• Tertiary qualification in International Development, Community Development or related field• At least 4 years' experience working within the international community development sector in a program management/coordinator role• Demonstrated experience in program design, monitoring, evaluation and learning (DMEL), including developing DMEL frameworks and working with partners in the application of DMEL in their programs• Experience in working with partners to strengthen child safeguarding practices• Demonstrated experience in capacity development and skills-transfer to local organisations and on-the-job training for staff• Strong written communication skills, including the ability to adapt writing and presentation style for a range of audiences and purposes including correspondence, proposals or submissions, report writing• Demonstrated experience in financial management, including budgeting and financial reporting and ability to support partners in these areas• Outstanding ability to establish and maintain stakeholder relationships• Substantial experience at communicating with a diverse range of stakeholders across culture, faith, languages, geographic areas• Excellent interpersonal skills, with the capacity and preparedness to work as an effective and motivated team member in a high pressure, high volume work environment• Ability to travel both domestically and internationally as required• High level of proficiency in MS Office suite, particularly with Excel• An understanding of, and willingness to work within and contribute to the Mission and Values of Jesuit Mission
Desirable
<ul style="list-style-type: none">• Experience working with a faith-based INGO and with partners who are religious

Position Description updated	May 2019
Approved by	Chief Executive Officer

Position Holder name _____

Signature _____

Date _____

Manager name _____

Signature _____

Date _____