

## **POSITION DESCRIPTION INTERNATIONAL PROGRAMS COORDINATOR**

<b>POSITION STRUCTURE</b>		
<b>Reporting structure:</b>	<b>Reports to</b>	International Programs Director
<b>Team Unit:</b>	<b>Works alongside</b>	CEO, CFO, Fundraising and Engagement Director and the International Programs Team
<b>POSITION OBJECTIVE</b>		
<p>The International Programs Coordinator (IPC) is responsible for accompanying Jesuit Mission Australia's (JMA) international partners to design, implement, monitor and evaluate high quality community development programs that empower poor and vulnerable communities to build confidence, resilience and independence.</p> <p>The role ensures that JMA's expanding portfolio of programs, associated finances and documentation adhere to all legislative, regulatory, compliance and best practice standards. The IPC contributes directly to the delivery of JMA's Strategic Plan by supporting:</p> <ul style="list-style-type: none"> <li>• An impactful and sustainable portfolio of international programs</li> <li>• Partner capacity strengthening integrating a strengths-based development approach</li> <li>• The development and rollout of the Learning and Innovation Academy</li> <li>• Exploration and management of new grant, co-funding and strategic partnership opportunities.</li> </ul>		
<b>POSITION SPECIFIC RESPONSIBILITIES</b>		
ACCOUNTABILITIES	STRATEGIC OUTCOMES	KEY MEASURES
<b>Program and partnership management</b>	<ul style="list-style-type: none"> <li>• Develop high-quality, mission-aligned programs delivered across assigned countries, with strengthened partner capacity in governance, safeguarding and program management.</li> <li>• Build strong, respectful and mutually accountable relationships with Jesuit partners that support community-led development and continuous improvement.</li> <li>• Manage an efficient and timely project cycle management, ensuring JMA meets strategic, compliance and reporting obligations.</li> <li>• Support the design and organisation of partner capacity strengthening, quality learning and information sharing strategies and plans.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality and timeliness of program designs, reports and funding tranches.</li> <li>• Strength and consistency of partner relationships and feedback.</li> <li>• Evidence of partner capacity building (training delivered, systems strengthened).</li> </ul>

	<ul style="list-style-type: none"> <li>Support the development and rollout of the Learning and Innovation Academy.</li> </ul>	
<b>Monitoring, evaluation and learning (MEL)</b>	<ul style="list-style-type: none"> <li>Provide 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.</li> <li>Manage project monitoring, evaluation and learning processes, including data capture, quality control of information management, training and support, and impact reporting.</li> <li>Provide technical advice to partners in their program design, monitoring, evaluation and learning (DMEL).</li> <li>Oversee reporting requirements, ensuring accuracy, relevance and timeliness, for internal and external stakeholders including donors, Trusts and Foundations and DFAT (in the future).</li> <li>Foster a culture of continuous improvement, learning and feedback ensuring that learnings are integrated into programs and good practice is identified and shared.</li> </ul>	<ul style="list-style-type: none"> <li>Quality, accuracy and timeliness of MEL data, case studies and outcome reporting.</li> <li>Completion of monitoring visits and implementation of follow-up actions.</li> <li>Demonstrated integration of learning into revised projects and new proposals.</li> </ul>
<b>Financial management and reporting</b>	<ul style="list-style-type: none"> <li>Instil strong financial stewardship across the portfolio, ensuring transparency, accountability and alignment with JMA's risk and compliance requirements.</li> <li>Support early identification and mitigation of financial or operational risks, including fraud, budget variance or safeguarding concerns.</li> </ul>	<ul style="list-style-type: none"> <li>Timeliness and completeness of partner financial reports.</li> <li>Variance between planned and actual expenditure.</li> <li>Completion and documentation of financial due diligence and risk checks.</li> </ul>
<b>Communication, relationships and networks</b>	<ul style="list-style-type: none"> <li>Develop increased organisational understanding and supporter engagement through high quality stories, data and insights from programs.</li> <li>Encourage positive representation of JMA across Jesuit networks and other sector forums.</li> <li>Strong cross team collaboration enabling integrated fundraising, communication and program planning.</li> </ul>	<ul style="list-style-type: none"> <li>Quality of case studies, stories and learning pieces delivered for communications and fundraising.</li> <li>Stakeholder feedback and demonstrated contribution to cross team initiatives.</li> <li>Active participation in relevant networks, working groups and partner exchanges.</li> </ul>
<b>Systems, processes and continual improvement</b>	<ul style="list-style-type: none"> <li>Improved systems, tools and documentation that enhance program quality, efficiency and organisational knowledge.</li> <li>Reduced administrative risk through strengthened internal processes and consistent documentation.</li> </ul>	<ul style="list-style-type: none"> <li>Implementation and adoption of updated templates, processes or systems.</li> <li>Quality, organisation and accessibility of program documentation.</li> </ul>

	<ul style="list-style-type: none"> <li>Represent Jesuit Mission at relevant conferences, development meetings, Jesuit and supporter engagement events and meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Contribution to team learning, process reviews and systems improvement.</li> </ul>
<b>Compliance safeguarding and risk management</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Contribute to the development and updating of relevant programs policies and processes to strengthen internal controls and adhere to relevant statutory and legislative requirements.</li> <li>Strengthened partner safeguarding practice ensuring children and vulnerable adults are safe in all project contexts.</li> <li>Early identification and mitigation of risks across the portfolio.</li> </ul>	<ul style="list-style-type: none"> <li>Compliance audit results and timely closure of actions.</li> <li>Safeguarding compliance rates and training completion across partners.</li> <li>Risk register updated, with mitigation strategies implemented.</li> </ul>

## KEY STAKEHOLDERS

Internal	External
<ul style="list-style-type: none"> <li>International Programs Director</li> <li>CEO</li> <li>CFO and Finance Manager</li> <li>Fundraising &amp; Engagement Director and Team</li> <li>Philanthropy Manager</li> <li>Volunteers and Event Committees</li> </ul>	<ul style="list-style-type: none"> <li>International Jesuit partners and program staff</li> <li>Program participants and communities</li> <li>Jesuit Conference of Asia Pacific (JCAP), Xavier Network, Society of Jesus Australian Province and other Jesuit ministries.</li> <li>Donors, Trusts and Foundations</li> <li>Schools, parishes and Jesuit ministries</li> </ul>

## SELECTION CRITERIA

Essential
<ul style="list-style-type: none"> <li>Tertiary qualification in International Development, Community Development or related field</li> <li>Minimum 4 years' experience in international program management</li> <li>Demonstrated skills in program design, DMEL, and partner capacity strengthening</li> <li>Experience in safeguarding and working with partners to implement best practice</li> <li>Strong financial management skills</li> <li>Excellent interpersonal, intercultural and relationshipbuilding skills</li> <li>Strong writing and communication skills</li> <li>Ability to travel internationally</li> <li>Competence using MS Office, especially Excel</li> <li>Commitment to the mission and values of Jesuit Mission Australia</li> </ul>
Desirable
<ul style="list-style-type: none"> <li>Experience with faith based INGOs and Jesuit partners</li> <li>Experience with humanitarian response and/or grant management</li> </ul>

## ORGANISATIONAL OVERVIEW

Jesuit Mission Australia is the international development organisation of the Australian Jesuits. Founded in 1951, Jesuit Mission Australia partners with Jesuit networks, primarily in India and South East Asia, to support community-led, sustainable programs that cultivate resilience and self-reliance for vulnerable communities. Jesuit Mission also responds to global crises as they arise by providing humanitarian assistance and rebuilding programs.

## ORGANISATIONAL VALUES

- Faith and Compassion
- Justice and Integrity
- Solidarity and Empowerment

## ORGANISATIONAL RESPONSIBILITIES

### Positive Working Relationships

- Manages self 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 Australia can be completed in the most effective and efficient manner

### Respect

- 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

- 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

### Ethical Storytelling

- Upholds organisational safeguarding policies covering children and adults, ensuring respectful imagery, informed consent for stories and photos, and culturally safe practice in all donor communications.

### Health and Safety

- Complies with the requirements of relevant Work, Health and Safety (or Occupational, Health and Safety) Acts and related procedures developed by Jesuit Mission Australia
- Works in a manner that considers duty of care for self and others and is 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)

## Safeguarding

Our organisation takes safeguarding of children, young people and adults at risk seriously, and as an employee of Jesuit Mission Australia you are required to meet the behaviour standards outlined in our code of conduct. You have received a copy of the Jesuit Mission Australia Safeguarding Policy as part of your induction pack.

Therefore, as part of your duties and responsibilities, you are required to:

- provide a welcoming and safe environment for children, young people and adults at risk,
- promote the safety and wellbeing of children, young people and adults at risk to whom we provide services
- ensure that your interactions with children, young people and adults at risk are positive and safe
- provide adequate care and supervision of children, young people and adults at risk in your charge
- act as a positive role model for children, young people and adults at risk
- report any suspicions, concerns, allegations, or disclosures of alleged abuse to management
- maintain valid 'Working with Children' documentation
- undergo periodic 'national criminal history record' checks
- report to management any criminal charges or convictions you receive during your employment / volunteering or contracting that may indicate a possible risk to children, young people and adults at risk.

## CONDITIONS OF EMPLOYMENT

The successful applicant will be subject to a Working with Children Check and Criminal History Records Check. Our organisation undertakes several screening processes to ensure the appropriate protection of children in its care. This may include reference checks, identity checks, qualification checks and professional registration checks.

Position Description updated	December 2025
Approved by	Chief Executive Officer