



Position Description: International Programs Manager

Purpose of position: To work within and support the Regional Team to achieve the strategic goals of UnitingWorld.

Position in the Organisation: Reporting to the Associate Director - Programs (Pacific), the International Programs Manager will work closely with other members of the Regional Team and have responsibility for:

- Managing the workload and for delivering project responsibilities in the areas agreed to by the team on an annual or more regular basis
- Providing input and oversight for the team into the management of the overseas programs and their budgets including assisting in monitoring, evaluation, reporting and acquittals
- Providing input and support to the Engagement Team in regard to the communication, engagement and fundraising associated with the programs within the team's remit

Key Result Areas:

1. Project Team Support and Collaboration:

The International Programs Manager will work as a part of a multidisciplinary team to support the work of the team and to share knowledge and expertise.

2. Whole of Agency Collaboration Work:

The International Programs Manager will work across the agency to develop and strengthen relationships with other teams and partners to build high partner capacity and facilitate well-designed programs.

3. Region / Country / Program Relationship and Compliance:

Partner Level – The International Programs Manager will work with partners to:

- Implement the work plan within the strategic plans and programs developed
- Implement capacity building measures for the partner and staff
- Maintain and develop essential relationships across all levels of the partner organisation

Program Level – The International Programs Manager will work with partners to:

- Work with their team to develop and implement good participatory process
- Participate as directed by the International Program Director in aspects of the project cycle including budget, funding and reporting for the programs of the team

4. Compliance Management

- Assist the members of the team and the Agency to develop and maintain strong working relationships and compliance with the partners of UnitingWorld, including but not limited to DFAT, ACFID, ACT Alliance and the Uniting Church in Australia

5. Technical Capacity

As part of a small team the International Programs Manager will be expected to take responsibility for a number of programmatic and/or cross cutting issues as appropriate for their skill set and experience

6. Communications, Fundraising and Engagement:

The International Programs Manager will liaise with and support the UnitingWorld Engagement Team to:

- Regularly contribute written materials including program updates, photos and case studies for communications
- Engage with the Uniting Church in Australia communities to effectively communicate the work of UnitingWorld

7. Other Responsibilities as required

Qualifications and Experience:

Essential:

Tertiary qualifications in International Development or related field

Demonstrated experience in:

- Project management, particularly in the fields of partnership development, community development or emergency relief
- Managing and reporting on program budgets and performance metrics
- Working with local community groups in program implementation and capacity building
- Cross-cultural understanding and sensitivity
- Working as part of a team

Preferable:

- Experience in working on international, multi-faceted programs
- Experience in working with international partners and developing organisational capacity
- Experience of living or working in another country, preferably in Asia or the Pacific

Critical Knowledge, Skills and Abilities:

- Excellent interpersonal, organisational and time management skills
- Excellent communication skills (oral and written)
- Ability to communicate in a partner church context
- Willingness to work within Uniting Church and UnitingWorld ethos
- Ability to work in and contribute to team building environment
- Commitment to ACFID Code of Conduct
- Willingness to travel in Australia and the Asia Pacific regions