

## **POSITION DESCRIPTION**

### **POSITION SUMMARY**

Job Title	DFAT Accreditation Advisor
Location	Flexible – remote.
Reporting to	Hagar Australia Executive Director
Time commitment	3 - 5 days per week
Period	Initial short-term contract of 3 months, with a view to extension of a further 6 - 9 months (subject to progress against 2021 submission timeline).
Travel	NA

Working closely with the Hagar Australia Executive Director and Program Quality Manager, as well as Directors and other staff across both Hagar Australia and Hagar International, this role is critical in supporting the preparation for Hagar Australia's submission for DFAT Accreditation in 2021. The role fulfils both an advisory and implementing function.

### **ABOUT HAGAR AUSTRALIA AND HAGAR INTERNATIONAL**

Hagar Australia works as part of the global federated Hagar International network, to transform the lives of women and children who have been trafficked, enslaved or abused.

We do this work in Afghanistan, Cambodia, Vietnam. Myanmar and Singapore.

Established 26 years ago, Hagar has forged an international reputation for its comprehensive model of trauma-informed care, which provides survivors of trafficking, slavery and abuse with:

- A safe place to live
- Legal support
- Trauma counselling
- Medical care
- Schooling
- Vocational training or a university scholarship
- Job placement
- Support to fully reintegrate into the community.

In addition, Hagar advocates to prevent individuals from being trafficked or abused in the first place.

Hagar was founded as a Christian organisation and continues to adhere to Christian values. We believe in hope. It's what we see in every individual who comes to us. We don't see the victim but the survivor. The possibility. The greatest of human potential.

In Australia, Hagar is supported by a diverse range of generous donors, ranging from individual monthly donors to large corporations and philanthropic foundations. Small but ambitious in the pursuit of our mission, Hagar Australia’s Board and team are active, informed and determined to grow our organisation so that we can make a bigger impact on trafficking, slavery and abuse in our region.

## OUR VALUES

Respect	We believe in the right of all people to be heard and treated with respect and dignity.
Integrity	We commit to act ethically and honestly, striving to do the right thing at all times and in all circumstances.
Compassion	We want compassion, kindness and courage to be evident in our attitude, our communication and in active practical ways.
Excellence	we hold ourselves to high standards. We listen and learn from those we support, our partners and each other, to continuously improve all that we do.

## POSITION DESCRIPTION

The DFAT Accreditation Advisor works closely with Hagar Australia’s Executive Director, Program Quality Manager, as well as Directors and other staff from across both Hagar Australia and Hagar International to support the preparation of Hagar Australia’s DFAT Accreditation submission in 2021.

### SPECIFIC RESPONSIBILITIES:

DFAT Accreditation preparation	<ul style="list-style-type: none"> <li>● Help support Hagar Australia’s preparation and submission for DFAT accreditation, including: <ul style="list-style-type: none"> <li>○ review and develop policies, procedures, templates and tools.</li> <li>○ collect appropriate evidence</li> <li>○ provide advice, based on experience, around suitable organisational responses to various Accreditation criteria</li> <li>○ support the preparation of the Agency Profile</li> <li>○ support stakeholder briefing and preparation for the Organisational Review, and</li> <li>○ other duties as requested by the Executive Director</li> </ul> </li> </ul>
Stakeholder engagement	<ul style="list-style-type: none"> <li>● Develop and maintain strong working relationships with all key stakeholders, including HAUS Board, Hagar Australia staff, Hagar International colleagues, etc.</li> <li>● Influence key project stakeholders as required to achieve delivery of tasks on time.</li> </ul>

## ABOUT YOU

- You have recent demonstrated experience supporting an ANGO (ideally small to medium sized) to prepare for and successfully obtain DFAT Accreditation with a deep knowledge of DFAT Accreditation criteria (specifically programming and finance), including understanding the distinction between base and full.
- You are a highly efficient individual with excellent project management and time management skills and you don't hesitate to be an 'implementor' to get the work done.
- You have outstanding interpersonal skills with strong influencing skills to enable you to drive change as required amongst stakeholders.
- You have outstanding communication skills (written and verbal) which you can leverage effectively in cross-cultural settings.
- You are comfortable working in a Christian organisation that values diversity and respects and works with people of all faith backgrounds.
- You are able to perform effectively in a remote working environment.

## KEY SELECTION CRITERIA

The right candidate for the position will have:

- Strong demonstrated experience in supporting an ANGO (ideally small-medium sized) to prepare for and successfully obtain DFAT Accreditation, with a deep knowledge of DFAT Accreditation criteria (specifically programming and finance), including understanding the distinction between base and full.
- Deep understanding of DFAT Accreditation criteria, derived from approx. 10years+ work experience in the international development sector
- Strong project management and time management skills, including a commitment to being an 'implementor'
- Excellent interpersonal skills, including proven influencing skills with a broad range of stakeholders
- Outstanding communication skills, both written and verbal
- Understanding of and commitment to the values and mission of Hagar Australia, including child protection
- An ability to operate effectively in a remote working environment

Additional desirable skills, experience and qualities include:

- Degree in International development
- Experience managing DFAT-funded programs
- Strong problem-solving skills

**Hagar Australia is an Equal Opportunity Employer. Hagar Australia is committed to integrity, the prevention of sexual exploitation, abuse and harassment; safeguarding of children and vulnerable adults, and gender equality, diversity and inclusion.**

The successful candidate will be required to complete a Working with Children and Police Check before commencement in the role.