

Program Coordinator – Disaster Management



Position Description	
Job Title:	Program Coordinator – Disaster Management
Department:	International Programs
Purpose:	Implement disaster management (DM) activity plan in line within the strategic framework. To manage, monitor and evaluate disaster projects and the implementing partner relationships. Resource the IP team on disaster management. This role will also be responsible for managing ongoing community development partnerships and projects.
Reports to:	Grants Manager
Key Relationships:	<p>Internal: Program Managers (PM), Programs Coordinators (PC), Child Programming Specialist (CPS), Design Monitoring Evaluation and Learning (DMEL) Specialist, Programs Accountant, CE Department, Disaster Management Committee (DMC).</p> <p>External: Relevant ANGO specialists, DFAT, Department, external consultants</p>
Supervises:	n/a
Hours per Week:	35 – full time
Location:	Transform Aid International head office – North Ryde
Main Activities	
<p>Disaster Management Program Coordination</p> <ol style="list-style-type: none"> 1. Coordination of disaster management projects: <ol style="list-style-type: none"> a) Appraising and processing proposals, including making recommendations to the Grants Manager and Disaster Management Committee. b) Develop relationships with implementing partners; identifying and initiating new partnerships; work with IP IPCs to facilitate and coordinate capacity building; facilitate and coordinate information exchange, networking and training. c) Administration of Special Appeal Disaster Management (DM) projects and maintain all appropriate compliance records. d) Monitoring and evaluation of DM projects and partners. e) Willingness to assist local partners in Disaster Response operations. 	

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2. Providing information to other departments on DM special appeal project information as requested
3. Provide training to the IP team and partners on good practice DM programming and on developed MEL tools, processes and systems for DM
4. Represent TAI in and ensure meaningful relationships with various alliances including Integral Alliance, CAN DO and Baptist networks
5. Ensure TAI's DM program is informed by good practice programming

Community Development Program Coordination

1. Partnership Coordination

a. Relationship Management

Identify, build and maintain relationships with partner organisation, establishing self as lead liaison for partners in all aspects of their partnership with TAI. Ensure required partnership documentation is maintained.

b. Strategic Development

Develop and implement strategies, values and objectives required to achieve mutually agreed objectives the partnership. This includes supporting organisational strengthening objectives determined with partners.

2. Project Coordination

a) Coordinate projects through the Annual Program Cycle

Oversee all aspects of the project management cycle for assigned projects including appraisal, funding negotiations, and project execution through review of progress reporting, financial reporting, quality assurance, risk controls, issue tracking and resolution, technical assistance, financial management health checks, strategy alignment and funds acquittal to ensure funds are utilised in accordance with approved project design and funding conditions.

b) Funding

- **Ensure all funding requirements are completed in a timely manner** including ANCP ADPlan and performance report submissions, private funding documentation, communication and reporting requirements, specific back donors funding conditions and internal funding requirement (e.g. marketing campaign information).
- **Finance and Budgeting** - Budget Preparation - make recommendations for project funding and liaise with IP management in the formation of the IP budget. Report review, budget review, budget implementation, audit review.

c. Project Administration

Conduct administration of assigned projects including making progress payments, maintenance of project data in CRM and communications with relevant internal and external stakeholders. Ensure accurate records are maintained.

d. Project Monitoring and Evaluation

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Monitor and evaluate projects using appropriate resources including in-country visits, desk monitoring, and evaluation coordination or engaging external resources.

e. Project Compliance

Ensure partner organisation and project compliance with relevant TAI policy, guidelines and contractual requirements. Ensure compliance with ANCP requirements.

f. Reporting and Review

Including ANCP Reporting, narrative report review, annual report review (includes drafting and feedback)

Secondary Activities

- Any other duties as directed by the Grants Manager or Director of Programs
- Liaising with relevant DFAT departments, ACFID Working Groups and networking with other NGOs.
- Assist the IP leadership team with the preparation of departmental reports (e.g. PPC reports).
- Contribute to development and implementation of strategy and policy development in International Programs and TAI.
- Ensure compliance of Implementing Partners to TAI's Safeguarding policies through training and monitoring
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Essential Knowledge, Skills and Experience

- Relevant tertiary qualifications: undergraduate degree in International development, Sociology, Anthropology, Human Geography or related disciplines
- Overseas community disaster management and / humanitarian programming experience – minimum 2 years
- Willingness to continue to pursue post graduate studies and/or continued training in International Development.
- Ability to work in synergy with other agencies in disaster management including bilateral, multilateral and government bodies
- Ability to understand and support the Biblical theology that informs TAI's development approach
- Excellent verbal and written communication skills
- Knowledge of Microsoft Office, including Word, Excel and PowerPoint.
- An authentic committed Christian

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- With a strong commitment to Transform Aid International's / Baptist World Aid's, mission, vision and core values
- Able to understand, engage with and support the Biblical theology that informs the organisation's development approach
- Able to participate enthusiastically in prayer sessions, biblical reflection sessions and church services with staff and overseas partners

Desirable Knowledge, Skills and Experience

- Post graduate education in International Development specifically DM
- Experience in organisational development of NGOs
- Experience working with a number of approaches to DM.

General Notes

Continuous Improvement and Best Practice:

As an employee of Transform Aid International / Baptist World Aid, which has a core value of "committed to excellence and quality by being a creative and learning organisation", you will have opportunity to participate in any continuous improvement exercises and to seek best practice in fulfilling your role.

You will also have the opportunity to contribute to the ongoing development and improvement of Transform Aid International / Baptist World Aid policies and practices.

Workplace Health and Safety and Equal Employment Opportunity:

It is your responsibility to take reasonable care for the health and safety of all people within the workplace and for all people who may be affected by your acts or omissions. You will cooperate in implementing WHS legislation and standards.

You are also accountable and responsible for complying with all Transform Aid International / Baptist World Aid policies and procedures designed to eliminate discrimination in the workplace.

Child Safe Organisation:

Transform Aid International / Baptist World Aid is a child safe organisation and all employees are required to read and understand our child protection policy, and in addition, sign and abide by our Child Safe Code of Conduct. All employees are required to provide authorisation for a National Police Check and will be required to gain a Working with Children Check.

Compliance

It is your responsibility to ensure compliance with TAI policies and procedures, legislation, as well as requirements of relevant regulatory bodies, including ACFID and DFAT.

Employee Name:

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Employee Signature:	
Date:	