

ROLE PURPOSE: Gender and Health Project Coordinator



Our Vision

We see a world in which no person is needlessly blind or vision impaired.



Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can exercise their right to sight, good health and self-determination.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

At The Fred Hollows Foundation, you will make an impact the world can see!



How we value your contribution:

Remuneration package

We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Salary packaging

We qualify as a health promotion charity so the Australian Taxation Office (ATO) allows us to reimburse you for personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in addition to the income Tax Free Threshold.

Leave

You will have access to 20 days of paid annual leave each year (pro-rated for part-time employees) and receive 17.5% leave loading when you take annual leave. You will also receive 5 days paid leave between the Christmas and New Year period and other types of leave such as personal (sick or carers') leave, paid parental leave, long service leave and compassionate leave. In addition, we provide culturally significant leave for employees with commitments under Indigenous and other cultural customs, traditional laws or religions.

Paid parental leave

We provide 14 weeks paid parental leave for primary carers at full pay and 4 weeks paid parental leave for non-primary carers. In addition, upon receipt of notification from the Family Assistance Office, primary carers may access 18 weeks paid parental leave at the statutory rate.

Performance & development

Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning & development

Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job, with targeted opportunities identified for our Aboriginal and/or Torres Strait Islander people as required. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership

Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Study support

We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program, which includes financial support and study days. We actively encourage our Aboriginal and/or Torres Strait Islander employees to apply for study support.

Recognition

Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible work arrangement

You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability

We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

Health & safety

We are committed to supporting your health, safety and wellbeing. We have worker Health & Safety Representatives in each of our offices to help make your workplace safe.

Employee Assistance Program

You and your family will have access to free professional and confidential external counselling assistance if you need help with personal, family or employment related matters.

To work in the Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children
- Be prepared to share evidence of full vaccination against COVID 19



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

ROLE PURPOSE

Role Title: Gender and Health
Project Coordinator

Division: Programs

Location: Australia
and other locations
considered

Date: July 2022

Employment type:
Part time (0.8 FTE) – 12 Month
Contract

Reports to: Senior Equity and
Inclusion Advisor

**Number of direct
reports:** 0

Leadership Band:
Leads Self

Purpose of the role:

With increased funding and focus on gender equity from a health perspective from institutional donors, there is opportunity for The Foundation to build on our relevant strengths and grow our restricted income in this area. However, this will require different ways of working. Whilst mainstreaming gender equity across our programs in a meaningful way is critical, this approach alone will not attract significant funding from institutional donors.

The Gender and Health Project Coordinator will coordinate a 12-month project, consisting of a range of inter-related exploratory activities designed to help position the Foundation in attracting potentially significant funds from institutional donors over the longer term. This will involve coordinating several external consultancies and contributing to internally conducted gender, equity, and inclusion activities with a focus on Women and Health, in collaboration with key internal stakeholders.

The Gender and Health Project Coordinator will own the outcomes of:

Project Coordination

1. Liaise with key internal stakeholders to confirm details of consultancy requirements, deliverables, and time frames
2. Coordinate the development of Terms of Reference (TOR)s for external consultancies in collaboration with key internal stakeholders
3. Coordinate the recruitment of consultants in collaboration with Strategic Initiatives team.
4. Provide consultants with briefings to ensure requirements are clearly understood
5. Ensure effective contract management (including compliance with The Foundation's due diligence requirements, contract registration, monitoring of consultancy deliverables and milestones against deadlines, and timely payment for services)
6. Maintain all associated project implementation documentation throughout the life of the project

Contribute to the development of proactive concept briefs and donor proposals

1. Develop/share relevant briefing papers and consultancy findings to inform ongoing concept and proposal development and review
2. Support the Strategic Initiatives and program country teams by providing input/review for the development of new concept briefs and proposals to ensure equity considerations are appropriately addressed
3. Participate in program reviews, and support country teams to identify opportunities to improve program quality from an equity perspective

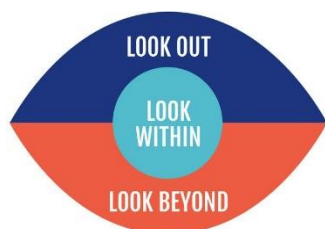
Communication and Learning

Share findings emerging from the consultancies in a timely manner with key stakeholders, in a range of meetings and forums to support information sharing, collaboration, learning and planning.

Other Duties

1. Upon request of Senior Equity and Inclusion Advisor. This may include support to coordination of ongoing gender equity related initiatives such as the Peer-To-Peer Learning pilot, the Gender Equity and Inclusion Champion meetings and the Gender Equity Learning Network Events.
2. Other tasks as requested by your manager.

Our Capabilities:



As a member of The Foundation Family you will:

Essential Experience:

- Two to three years' experience working with a public health or international Non-Government Organisation in project coordination, including project planning, data management, budget management and project monitoring and reporting
- Experience in coordinating consultancies, including contract management
- Experience in resource mobilisation, including contributing to the development of concept briefs or

<ol style="list-style-type: none"> 1. Live by the values of The Foundation and support The Foundation's culture, performance and brand. 2. Adhere to all The Foundation's policies and procedures. 3. Strengthen the health, safety and well-being of all/look out for the well-being. 4. Lead, collaborate and contribute in all interactions. 	<p>proposals for funding in the health or international development sectors</p> <ul style="list-style-type: none"> • Knowledge of Gender and Development with a focus on Women and Health <p>Desirable Experience:</p> <ul style="list-style-type: none"> • Knowledge of broader eye health and vision impairment • Experience in international development & NFP sector.
<p>Skills:</p> <ul style="list-style-type: none"> • Strong project coordination skills • Contract management skills • The ability to collaborate with multiple stakeholders • Well-developed interpersonal, facilitation, negotiation, and presentation skills • Excellent written communication skills, with the ability to write effectively for varied purposes and audiences, including Terms of References, briefing papers, donor proposals and reports • Ability to manage own workload and work independently • 	
<p>Qualifications:</p> <p>Degree in related field (Public Health, International Development, Gender Studies)</p> <p>Travel:</p> <p>Domestic & International</p>	<p>The position involves:</p> <p>This position is recognised as having "Contact with Children" either direct or indirect This position does involve "Working with Children" either direct or indirect.</p> <p>Additional Responsibility:</p> <p>Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.</p>