

Role title: Project Manager - DFAT Accreditation
Location: Sydney preferred, hybrid work environment
Reports to: Head of Finance and Operations
Position Type: Fixed term contract to June 2028, 0.8-1 FTE

About Us

The Hunger Project Australia (THPA) is a global movement with a vision to create a world without hunger. As an international development organisation, we work across Africa, South Asia, and Latin America - empowering communities to become the agents of their own transformation through programs spanning nutrition, education, climate-resilient farming, water, and health.

Our community-led approach centres on women's empowerment and the inherent capacity of people to shape their own futures. In 2024, our programs directly impacted 12.9 million people globally.

We are guided by our values of Heart, Impact-Driven, Integrity, Curiosity, and Courage. If these resonate with you, we'd love to hear from you.

Learn more at thp.org.au

About the Role

THPA is commencing a two-year Global Systems Strengthening Project to build organisational infrastructure as part of our pathway to achieve DFAT ANCP accreditation. The DFAT Accreditation Project Manager will lead this project from inception to application, coordinating work across THPA and The Hunger Project's global network. The role requires an experienced project manager with deep knowledge of DFAT's recently-updated accreditation criteria and a proven ability to drive organisational change across diverse teams and stakeholders.

Key Responsibilities

Project leadership

- Develop and maintain a comprehensive accreditation work plan, managing deliverables, timelines, dependencies and risks across all priority areas.
- Report to the DFAT Accreditation Steering Committee, providing secretariat support and regular progress reporting to the Head of Finance and Operations, CEO and Board.
- Coordinate a mock accreditation review and manage the organisation's response to findings.

- Lead preparation of the Agency Profile and prepare documentation to support THPA's response to the Desk Assessment and Organisational Review.

Policy and systems development

- Lead the review and update of organisational policies, procedures and tools to meet DFAT accreditation requirements across all five accreditation criteria.
- Support implementation of policies in practice across THPA and relevant global network offices.
- Develop our evidence base to demonstrate a track record of good practice for DA and OR.

Stakeholder engagement and capability building

- Build engagement and shared ownership of accreditation readiness across THPA staff, the Board, and global network colleagues in program countries.
- Develop and deliver training to staff and Board on accreditation requirements, updated policies and ways of working.
- Manage relationships with two retained DFAT Reviewers, coordinating their input effectively across the project.
- Liaise with global colleagues on HR, safeguarding, GEDSI, financial integrity and safety workstreams, supporting the development of practice to align with DFAT requirements.

Reporting and governance

- Prepare regular project progress reports for the Steering Committee.
- Work within the project budget and in accordance with grant requirements.
- Escalate risks and issues promptly, with recommended responses.

Required Experience

- Demonstrated success in supporting an Australian NGO to achieve DFAT ANCP accreditation – this is a non-negotiable requirement.
- Deep knowledge of DFAT's accreditation criteria across all domains and the accreditation process, including Agency Profile, Desk Assessment and Organisational Review stages.
- Strong project management capability: able to manage complex, multi-workstream projects to deadline and budget, with clear documentation and risk management.
- Experience reviewing, developing and embedding organisational policies and procedures in an international NGO context.
- Excellent written and verbal communication skills, including the ability to write clearly for diverse audiences and report to senior management and Boards.
- Strong stakeholder engagement and influencing skills, with experience driving change across teams with differing priorities.
- Familiarity with ACFID Code of Conduct requirements.

Desirable

- Experience in federated or networked NGO structures, particularly coordinating compliance across multiple country offices.

- Knowledge of safeguarding, PSEAH, GEDSI or MEL frameworks in an international development context.
- Experience managing DFAT-funded programs or grants.
- Tertiary qualifications in international development, organisational development, or a related field.

About You

- Motivated and detail-oriented professional
- Sound decision maker who can creatively problem solve
- Ability to work independently and manage competing priorities with limited supervision.
- Passionate about joining a global movement of people from all over the world playing a part in ending world hunger

What The Hunger Project can offer you

- Additional benefits, including NFP salary packaging
- Genuine flexibility – we have a lovely office in Darlinghurst and support WFH
- Additional leave days between Christmas and New Years to acknowledge your contribution throughout the year
- A supportive, inclusive work environment that values diverse perspectives and experiences

Our Values

The Project Manager is expected to model and champion THPA's five team values:

- Heart — We lead with kindness and empathy, united by our purpose and mutual respect. We nurture authentic relationships built on trust, understanding, and partnership.
- Impact Driven — We celebrate wins and acknowledge challenges honestly, grounding decisions in credible evidence and strategic analysis.
- Integrity — We operate with honesty and authenticity, building trust through consistent ethical action and taking responsibility for outcomes.
- Courage — We challenge the status quo, stay open to new perspectives, and take calculated risks to create breakthrough solutions.
- Curiosity — We approach our work with open minds, constantly discovering, testing, and evolving to better serve our mission.

Our Commitment to Diversity and Safeguarding

The Hunger Project is an Equal Employment Opportunity (EEO) employer. We are dedicated to creating a diverse and inclusive workplace where everyone feels respected and valued. We encourage individuals from all backgrounds, abilities, and identities to apply. Your unique experiences and perspectives are vital to our mission.

The Hunger Project is committed to protecting the rights of children and community partners in all areas where we work. Applicants are advised that we reserve the right to conduct police checks and other screening procedures to ensure we maintain and promote a child safe environment.

How to Apply

Please submit your application with a resume and a cover letter detailing your qualifications and interest in the role via the Ethical Jobs platform.

We envisage the role as a 0.8-1 FTE employee over the contract period and are open to hearing from ABN contractors.

For questions about the role please contact Kirsten Forrester, THPA Head of Finance and Operations at kirsten.forrester@thp.org

We look forward to learning how you can contribute to our team.