

POSITION DESCRIPTION

Position Title:	Program Lead Community Engagement and Education, International Programme
Grading:	SHPO Y1-5
Status:	Permanent Full Time
Remuneration:	93,236.92 — 107,024.30
Location:	Newington/WFH (hybrid role)
Responsible to:	Manager International Programme
Responsible for:	Project Officers, Health Promotion Officers, Education Officers
Collaborates with:	Program Lead Clinical Education, Program Lead Cervical Cancer Elimination, Project Officers, Nurse Educators, Education Officers

Our Organisation

Family Planning Australia is the leading provider of sexual and reproductive health services in NSW. As an independent not-for-profit organisation we offer expert clinical care, information, and advice for everybody in every family as well as education and training and evidence-based research to support doctors, nurses, and other professionals.

Family Planning Australia is committed to excellence in meeting the sexual and reproductive health needs of the community. We achieve this by providing best practice, accredited clinical services, enhancing the knowledge and skills of service providers, improving the body of knowledge about sexual and reproductive health through rigorous research and evaluation, and leading international development projects, in partnership, to promote the rights of marginalised people in the Pacific.

Position Overview

The Program Lead Community Engagement and Education is responsible for the leadership and implementation of a portfolio of international development projects supporting community engagement and education in the Pacific region. Current projects include Australian NGO Cooperation Program (ANCP) and United Nations Population Fund (UNFPA) programs.

The role is responsible for managing the overall operations of the portfolio including the project and financial planning, implementation, monitoring and evaluation, partner capacity development, accreditation, research and advocacy activities, and performance to agreed KPIs.

As a senior member of the team, the Program Lead Community Engagement and Education will support sound project management across, and general implementation of the projects. This role requires exceptional people management skills, a proactive leadership approach, and the ability to foster a positive, supportive, and results-driven team environment.

The position sits within the International Programme team. The position will be required to travel to Pacific countries as part of project activities which may include after hours and weekend travel. If travel is required: working and living in a developed country is very different from the environment you will experience working in countries in the Pacific, and candidates must be innovative, flexible, adaptable, resilient, and patient.

Selection Criteria

Essential (Including qualifications)

- Tertiary qualifications in international development, health promotion, public health, health education or relevant field with at least 5 years' experience working in similar roles
- Demonstrated, strong project management skills and experience
- Experience in sexual and reproductive health and rights programs with a focus on community development, comprehensive sexuality education, gender and/or disability
- Demonstrated experience in the design and implementation of multi-stakeholder international health and/or education projects
- Experience coordinating multi-disciplinary teams, across multiple projects with competing demands and demonstrated flexibility in adapting effectively to change
- Demonstrated skills in mentoring, supervision and team leadership
- Advanced interpersonal, negotiation, written and oral communication skills, with the ability to communicate complex concepts across a variety of audiences
- High level ability to manage competing demands and adapt effectively to change
- Demonstrated experience in budget management
- High level of digital literacy, including proficiency in using collaboration tools and ability to locate and evaluate relevant online information
- Demonstrated experience in international development and ability to work effectively with others in a cross-cultural environment with awareness and sensitivity
- Ability to travel in the Pacific region

Desirable

- Post graduate qualifications in international development or relevant area
- Experience in the management of international projects in the Pacific region
- Experience in the management of ANCP and/or UNFPA projects

Other requirements

- A Criminal Record Check is required prior to commencement in the role
- A Working with Children Check is required prior to commencement in this role
- Immunisation/vaccination requirements apply to this role

Values

- Family Planning Australia is a pro-choice organisation
 - Staff are expected to fully support an individual's right to choose regarding their pregnancy, whether that be parenting, adoption/foster care or abortion.
 - As an abortion service provider, all FPA staff are expected to actively participate in the provision of abortion services within the full scope of the role they are appointed to.
 - For this role, that means developing, implementing, and evaluating sexual and reproductive health programs and projects that include information about abortion.

- Staff are expected to support the Family Planning Australia values that champion the right of every individual to make their own choices concerning their sexual and reproductive health and rights; in support of this we are:
 - Compassionate - We treat everyone with dignity, foster empathy, embrace diversity, and listen actively to create compassionate, inclusive and supportive workplaces and communities.
 - Collaborative - We share knowledge with everybody and respectfully seek out the expertise of others. We are an active, constructive contributor and are inclusive of diverse views.
 - Empowered - Together we are empowered to support positive change to ourselves and with communities and the people we support.
 - Bold - We embrace innovation and challenge conventions using evidence and technology to improve health, education, and social outcomes for everyone.

Key Responsibilities

Project Management

- Lead the design, implementation, and evaluation of a regionally relevant, evidence-based SRHR community education and health promotion portfolio across Pacific partner countries, in line with FPA and DFAT priorities, accreditation standards and international best practice, ensuring community-defined needs drive delivery.
- Provide expert technical advice and strategic oversight to ensure learning principles, accurate SRHR key messaging, trauma-informed care, cultural safety and other best practice approaches are embedded in all activities, with sensitivity to diverse Pacific cultural contexts and locally preferred ways of working.
- Lead the implementation of strategies to meaningfully involve communities and primary stakeholders in program design and delivery across the portfolio, in line with Locally Led Development principals in the forefront, ensuring that marginalised and underrepresented groups within Pacific communities have equitable opportunities to participate and influence program direction.
- Lead the preparation and submission of key documents to DFAT and donors including the annual development plans and performance reports.
- Ensure all contractual and project implementation documentation is updated and maintained throughout the project life cycle.
- Ensure all DFAT Accreditation and ACFID Code of Conduct documentation is accurately maintained, updated, and readily available in accordance with requirements.
- Design and update international projects in collaboration with members of the international team, project partners and subject matter experts.
- Ensure technical materials are high quality, evidence-based, and fit for purpose.
- Ensure that all aspects of the administration of projects comply with DFAT and FPA's policies and procedures, including EEO, Work Health and Safety and all safeguarding issues including child and vulnerable populations, environmental and financial
- Undertake other duties or projects at the direction of the Manager and/ or Executive

Strategic direction and leadership

- Lead, coach and mentor international team members and interns working on the Community Engagement and Education portfolio to achieve team goals and individual development
- Develop and implement annual work plan for international team members and interns working on the portfolio to ensure achievement of targets/KPIs, under guidance from the Manager International Program
- Ensure projects are developed and delivered within allocated budgets
- Stay updated on best practices and emerging trends in international development and reproductive and sexual health
- Foster a positive, inclusive, and growth-oriented workplace culture.
- Contribute to the development and implementation of strategic, operational and business plans
- Contribute to the achievement of strategic goals, annual business plan and contractual deliverables

Staff management

- Provide clear direction, support and feedback to empower Community Engagement and Education staff members to work autonomously and collaboratively
- Ensure equitable and efficient management of staff, handling team dynamics with emotional intelligence and addressing challenges constructively
- Facilitate and maintain effective communication among staff
- Ensure all allocated staff participate in the annual performance management process and adjust position objectives and performance indicators according to changing requirements in collaboration with the Manager International Program
- Manage the continuing professional development of Community Engagement and Education staff to ensure the maintenance of professional standards
- Ensure adherence to principles of EEO, WH&S and anti-discrimination legislation

External Stakeholder Engagement:

- Develop and maintain strong relationships with key external stakeholders including partners, government agencies, donors and international NGOs
- Support the development of grant applications and identify new potential international project partnerships
- Contribute to the development of resources, publications, and multimedia to promote the international development program

Financial management

- Ensure delivery of projects within allocated budgets, within the agreed portfolio






Work health and safety

- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients, and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee's manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

Safety and quality

- Commit to maintain best practice by adhering to the scope of the position and within role boundaries as defined by FPA
- Maintain the required qualifications and competencies to deliver high quality services and programs
- Commit to on-going skill development and take responsibility to update knowledge, enhance skill and competency standards to perform within the context of work
- Adhere to FPA's defined escalation and delegation policies and systems
- Apply defined guidelines, policies, procedures and protocols as relevant and appropriate
- Adhere to the Incident Management Policy to report and escalate any issues within specified time frames
- Commit to share knowledge, provide support and supervision to less experienced staff

Family Planning Australia Capability Framework

Capability Group	Capability Name	Level Descriptor
Personal Attributes 	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	Advanced
	Act with Integrity Be ethical and professional, and adhere to the Family Planning Australia values	Advanced
	Manage Self Show drive and motivation, a measured approach and a commitment to learning	Advanced
	Value Diversity Show respect for diverse backgrounds, experiences and perspectives	Advanced
Relationships 	Communicate Effectively Communicate clearly, actively listen to others and respond with respect	Advanced
	Commit to Customer Service Provide customer centric services in line with organisational objectives	Advanced
	Work Collaboratively Collaborate with others and value their contribution	Advanced
	Influence and Negotiate Gain consensus and commitment from others and resolve issues and conflicts	Adept
Results 	Deliver Results Achieve results through efficient use of resources and a commitment to quality outcomes	Adept
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	Advanced
	Demonstrate Accountability Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Adept
Business Enablers 	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	Adept
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	Adept
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management Understand and apply effective planning, coordination and control methods	Adept
People Management (supervisory roles only) 	Manage and Develop People Engage and motivate staff and develop capability and potential in others	Adept
	Inspire Direction and Purpose Communicate goals, priorities and vision and recognise achievements	Adept
	Optimise Business Outcomes Manage resources effectively and apply sound workforce planning principles	Adept
	Manage Reform and Change Support, promote and champion change, and assist others to engage with change	Adept

Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position holder:



Name:

Signature:

Date:

Supervisor:

Name:

Signature:

Date: