



Position Description

Title:	Contracts & Risk Coordinator
Department:	Enabling Services
Reporting to:	Head, Governance, Risk and Quality
Location:	Melbourne, Hybrid or Flexible
Classification:	CARE Band 4

About CARE Australia

CARE Australia supports women and girls around the globe to save lives, defeat poverty and achieve social justice. We work in partnership with local communities to provide equal opportunities for women that they have long been denied: the ability to earn an income, gain access to their fair share of resources, to lead and participate in decisions that affect their lives, and to be able to withstand the increasing impacts of climate disasters and other crises.

CARE Australia is a member of the CARE International confederation. We strive for a world of hope, inclusion and social justice, where poverty has been overcome and people live in dignity and security.

About the Division

The Enabling Services Department is responsible for partnering with CA and Lead Country Offices (COs) to deliver a range of enabling support services and advice relating to strategy, governance, risk, quality, compliance, business improvement, people and culture, financial management, business support and information technology. The Department plays a pivotal role in organisational change by collaborating with business units to plan and enable the delivery of desired organisational outcomes and the meeting of or exceeding of, agreed service delivery expectations. The Department also provides support to a range of international CARE Country Offices and liaises with the CARE International confederation.

The Governance, Risk and Quality (GRQ) team manages key functions, including the following:

- Governance, regulatory and compliance
- Legal advice and contract reviews
- Enterprise risk management
- Policy portfolio
- Insurance
- Internal audit
- Business continuity
- Travel desk

About the Role

The Contracts & Risk Coordinator is responsible for coordinating the end-to-end management of donor grant contracts and internal agreements across CARE Australia and CARE Country Offices. The role plays a central role in coordinating inputs, maintaining the contract system (Salesforce), and supporting compliance and quality across the contract lifecycle.

This role also assists the Head, GRQ in implementing CARE Australia's Risk Management and Compliance Frameworks.

The role will also work closely with the Enabling Services Coordinator and provide backup support as required.

The role will work collaboratively across different teams at CARE, in particular the International Programs team, Finance team and remotely with the Country Offices.

All CARE staff demonstrate a commitment to the prevention of sexual harassment, exploitation and abuse and the protection of children in their work. All CARE Australia team members have a shared responsibility to immediately report any safeguarding concerns or incidents.

Key Responsibilities

1. Contract Administration

- Coordinate workflows and CARE Australia's internal review and approval of donor and downstream agreements with relevant teams, including Country Offices.
- Assist in review of agreements to identify compliance requirements, risks, obligations, liabilities and key terms.
- Using CARE templates, draft and create internal agreements (e.g., Project Implementation Agreements, Subgrant Agreements, Memorandums of Understanding (MOUs) and teaming agreements.
- Ensure executed agreements and related documentation are properly filed and up to date in SharePoint, and that key contract details and milestones are uploaded into Salesforce.
- Track key contract milestones and deadlines, including execution dates, reporting obligations, and amendment schedules.
- Coordinate contract status reporting and other key reports for management.

2. Risk Coordination & Monitoring

- Maintain risk registers and assist in consolidating, updating, and monitoring project, country office and organisational risk registers on a regular cycle.
- Track issues and follow up with country offices or project managers to ensure agreed-upon risk mitigation actions are completed.
- Assist with business continuity activities.

3. Regulatory and Policy Compliance

- Assist in assessing regulatory and policy compliance, including conducting compliance checks with donor and internal agreements.
- Identify and flag potential organisational compliance risks and work with relevant teams to resolve issues.
- Assist in preparation for accreditation or audit activities, as required.

4. Other GRQ support activities

- Provide broader GRQ support as required, including assisting with travel processes, travel reporting and other departmental activities.

Behavioural Competencies

For further information refer to the [CA Competencies](#)

Communication

Effectively and appropriately interacts with others to build relationships, influence others, and facilitate the sharing of ideas and information. Uses tact, diplomacy and cross-cultural sensitivity to navigate difficult situations. Relays key messages by creating a compelling story, targeted to specific audiences with a global lens.

- Tailors messages to meet the different needs of different audiences.

Relationship Building

Develops internal and external trusting and professional relationships. Purposefully develops networks to build value through collaboration

- Develops networks within the organization to enable the achievement of their own and other's work-related goals.

Delivering Results

Delivers quality results on organizational goals and constituent expectations through thoughtful planning, decision making and following appropriate processes

- Prioritises and distributes work to delivery objectives on time and to the highest standard.
- Identifies opportunities to improve the effectiveness and efficiency of work processes.

Inclusion

Contributes to an environment in which all employees feel a sense of belonging, valued for their differences, and empowered to participate and contribute freely.

Dynamic Learning Mindset

Continuously seeks opportunities to learn, questions the applicability of past approaches in the current environment, owns growth, and embraces failure as a learning opportunity.

Key Selection Criteria

Selection Criteria

- Experience in coordination and administration of contracts or grants or similar agreements
- Knowledge of or ability to quickly develop knowledge in conducting risk assessments.
- Knowledge of or ability to gain knowledge in the principles and practices of regulatory and policy compliance.
- Proficiency in Salesforce or a similar contract or grant management system, or the ability to quickly develop knowledge.

Skills & Attributes

- Strong organisational skills, with a proactive approach and strong attention to detail.
- Ability to manage multiple priorities and competing deadlines while maintaining accuracy and quality.
- Demonstrated commitment to following issues through to completion.
- Strong record-keeping skills, with the ability to maintain accurate data and documentation.
- Ability to support effective contract management, reporting and compliance activities.
- Collaborative working style, with the ability to work effectively across teams including International Programs, Finance and Country Offices.
- Strong communication and interpersonal skills, with the ability to explain contract and compliance requirements clearly and diplomatically.
- Ability to coordinate inputs from multiple stakeholders across different locations and time zones.

Personal Accountability

- Compliance with CARE Australia values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- A commitment to CARE Australia Child Safeguarding in all aspects of the work we do.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- An understanding of and commitment to gender equality.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required) and promote a positive safety culture by contributing to health and safety consultation and communication.
- Attend/complete mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.

Job Role Analysis Risk Rating:

- All Roles must undergo a safeguarding risk assessment to ensure appropriate compliance checks are undertaken before appointment and appropriate controls are in place upon commencement. The Job Role Analysis tool helps assess safeguarding risks of each role. This role has been assessed as:

Rating	Indicator X	Comment
Low		
Medium	X	This role has been assessed as medium risk due to the fact that it may have access to sensitive information
High		

Further Requirements

- Police Check (International if required)
- Working with Children Check
- Misconduct Disclosure Scheme

Approved by

CEO
July 2026