
Position title	Coordinator International Programs
Reports to	Head Surgical Programs/Head Integrated Care Programs
Direct reports	Program Officers (as required)
Last updated	3 rd September 2026

The Organisation

Interplast Australia & New Zealand (Interplast) was founded in 1983 and is a not-for-profit development organisation, which provides volunteer plastic and reconstructive services, alongside health capacity building activities in developing countries in the Asia Pacific region.

Interplast works to improve the lives of people living with a disability as a result of congenital and acquired medical conditions such as cleft lip and palate or burn scar contractures. Volunteer plastic and reconstructive surgeons, anaesthetists, nurses, and allied health professionals provide free medical treatment for those who would otherwise not have access to these services. Interplast works closely with local organisations to build their capacity to deliver surgical and other related health care interventions. Our vision is quality and accessible surgical care for all.

Interplast is a member of the Australian Council for International Development (ACFID), a proud signatory to the ACFID Code of Conduct and is an accredited non-government organisation with the Australian Department of Foreign Affairs and Trade (DFAT).

Organisational values

- Commitment to equity and access to safe surgery and rehabilitation
- Respect for diversity and inclusive practice
- Integrity, accountability and transparency
- Partnership and collaboration

The position summary

The Coordinator International Programs is responsible for supporting the effective design, coordination and delivery of Interplast's surgical and integrated care programs across the Asia-Pacific region.

The role provides mid-level program leadership, ensuring high-quality program implementation, compliance with DFAT/ANCP requirements, and alignment with Interplast's strategic priorities. The Coordinator works closely with program officers, clinical volunteers, and in-country partners to support the planning, delivery and monitoring of programs.

The key responsibilities

This list is indicative and not exhaustive

Program coordination and delivery

- Coordinate the planning and delivery of surgical and integrated care programs, including outreach, training, and capacity-building initiatives
- Support development and implementation of annual program plans in collaboration with the Heads of Programs
- Ensure program activities are delivered in accordance with Interplast's program quality standards
- Provide day-to-day guidance and support to program officers
- Liaise with clinical volunteers to coordinate deployments and program schedules
- Provide expert advice to senior management and the Board on program performance, risks and improvement priorities

Partnership Management

- Support management of relationships with in-country partner organisations
- Coordinate partner communications and contribute to partnership development processes
- Assist in partner capacity assessments and monitoring processes
- Ensure partner compliance with Interplast policies and DFAT contractual requirements

Program quality, Monitoring, Evaluation and Learning (MEL)

- Support implementation of monitoring, evaluation and learning frameworks
- Contribute to program reporting, including donor and internal reports
- Assist in data collection, analysis, and reporting against program indicators
- Support learning processes to improve program effectiveness

Compliance and risk management

- Ensure program delivery complies with DFAT, ANCP and ACFID Code of Conduct requirements
- Support program-level risk management processes and documentation
- Ensure safeguarding, health and safety, and ethical standards are maintained

Operational support

- Support logistics coordination for international programs, including travel planning and procurement
- Contribute to development of policies, tools and templates to improve program delivery
- Support cross-team collaboration, particularly with Fundraising & Communications and Finance

Key performance indicators

In conjunction with the Head of Programs, the Coordinator of International Programs will develop an annual performance plan with clear indicators. Performance will be assessed against, but not limited to:

- Effective and efficient delivery of international programs
- Timeliness and responsiveness to stakeholders, including volunteers, partners and donors
- Quality of program delivery and alignment to Interplast strategic objectives
- Contribution to broader Interplast deliverables and project-specific outcomes

Role requirements/selection criteria

Essential

- Relevant tertiary qualification in public health, international development, health sciences, nursing or related field

- Demonstrated experience (2+ years) in international development or global health program coordination
- Experience supporting delivery of health-related programs (surgical, clinical or integrated care desirable)
- Experience in meeting DFAT/ANCP and ACFID compliance requirements and development best practice
- Demonstrated experience working with international partners and stakeholders in developing countries
- Strong organisational and project management skills
- Excellent written and verbal communication skills, including advanced digital literacy

Desirable

- Experience living, working or volunteering in the Pacific region
- Experience implementing monitoring, evaluation and learning systems
- Understanding of disability inclusion, gender equality and safeguarding in development programs

Behaviours & personal qualities

- Demonstrate Interplast's values of integrity, respect and collaboration
- Collaborative and team-oriented
- Strong attention to detail and quality
- Proactive and solutions-focused
- Culturally sensitive and respectful
- Ability to manage competing priorities
- Comply with Interplast's work, health and safety policies and procedures and actively contribute to providing a safe working environment for all personnel
- Comply with all other Interplast's policies

Safeguarding and child protection (DFAT compliant)

Interplast is committed to the prevention of sexual exploitation, abuse and harassment (PSEAH) and to safeguarding children and vulnerable people.

All personnel are required to:

- Comply with Interplast's Child Safeguarding Policy, Code of Conduct and all related safeguarding policies and procedures
- Undertake mandatory safeguarding training and uphold safeguarding responsibilities in all work contexts
- Promote a culture of safety and accountability by actively identifying and managing safeguarding risks in program design and delivery
- Report any safeguarding concerns or incidents in accordance with Interplast procedure
- Interplast maintains zero tolerance for breaches of safeguarding policies. Any breaches may result in disciplinary action, including termination of employment.

Employment terms and conditions

Employment type	Ongoing, subject to funding and performance
Hours	Full time
Salary	To be negotiated with the successful candidate
Location	Melbourne office based (Fitzroy) with hybrid working options

Travel

Some regional, interstate and international (Pacific region) travel may be required

Additional information

Full entitlements and employment conditions are set out in the Interplast Employment Contract and Human Resources Manual.

Appointment will be subject to satisfactory reference checks, national police check, working with children checks and signing of Interplast's Child Protection Code of Conduct and Child Safe Declaration prior to commencement

Applicants must have the lawful right to work in Australia.

The declaration

I have read, understood, and accept the position description.

Position holder

Name _____

Date _____

Signature _____