POSITION DESCRIPTION

FEMINIST CLIMATE JUSTICE PROGRAM MANAGER

Context

IWDA's 10-year Strategy commits to expanding our work in Australia, deepening engagement with domestic feminist movements, and responding to urgent calls for feminist climate justice. We recognise our responsibility to act on issues where our locational power as an organisation based in Australia can make a difference – including the climate crisis. Environmental justice and gender equality are inextricably linked – and both are undermined by the same patriarchal, colonial and capitalist systems that exploit the earth and marginalise women, girls and gender-diverse people. Feminist movement actors, including Women's Rights Organisations (WROs) we partner with in Asia and the Pacific, are calling on Minority World actors to step up, advocate, and take responsibility for the disproportionate damage caused by high-emission countries.

For IWDA, responding to these calls is part of decolonising our practice. Through our 10-year strategy, we commit to leveraging our platforms, networks and analysis to champion feminist climate justice in Australia, centring First Nations leadership and deepening solidarity with aligned movements to disrupt the systems that undermine our collective rights.

The Feminist Climate Justice Program Manager is responsible for managing *From Moments to Movements*, a three-year program (October 2025 – September 2028) that aims to build a visible and influential feminist climate justice movement in Australia – centring First Nations leadership and grounded in decolonial and intersectional feminist values.

At the centre of the program is the Feminist Climate Collective (FeCC) - a group of changemakers driving collaborative and transformative feminist climate action in Australia. IWDA is both a member of the Collective and its Secretariat. The program also includes a Participatory Grant Mechanism (PGM), which resources actors and initiatives advancing feminist climate justice in Australia.

This role brings together three connected functions: Secretariat to the Collective, management of the PGM and its sub-grants and overall program and grant management. That's where you come in.

Role Snapshot

Position Title	Feminist Climate Justice Program Manager
Time Commitment	Full time – 1.0 FTE, Permanent. Appointment is subject to external funding.
Award Classification	SCHADS 6
Location	Level 4, 333 Queen St, Naarm (Melbourne). Hybrid WFH and office
Reports to	Senior Program Manager, EI & FeCC
Direct reports	*None*

About IWDA

Who are we?

International Women's Development Agency (IWDA) is an Australian-based organisation resourcing diverse women's rights organisations (WROs), primarily in Asia and the Pacific. We provide support that goes beyond money and contribute to global feminist movements to advance our vision of gender equality for all.

OUR VISION: Gender equality for all

OUR PURPOSE: To defend and advance the rights of women, girls and gender-diverse people

OUR VALUES: how we work is as important as what we do. Our values are at the core of our unique identity and guide us in everything we do: Feminist, Decolonial, Accountable, Collaborative, Transformative

We are committed to building a resilient and relevant feminist and decolonial organisation, and to becoming an explicitly anti-racist organisation. Anchored by lessons from our 40-year history and guided by fiercely held feminist and decolonial values, our **Strategic Plan 2025 - 2035** lays out IWDA's path towards realising our vision of gender equality for all.

The Opportunity

The person in this role is a program and grant management leader with experience coordinating coalitions, networks and/or collectives. As Program Manager, you'll bring together grant management leadership with relationship-building and coordination, matching opportunities with expertise across IWDA and the Collective to facilitate and steward collective action on feminist climate justice.

Role purpose: The Feminist Climate Justice Program Manager will serve as Secretariat to the Collective and support its coordination, governance and growth; manage the PGM and its sub-grants; and lead overall program and grant management, mobilising IWDA's expertise and capabilities so that we can make a significant contribution to collective action on feminist climate justice.

What You'll Do

Areas	Responsibilities	% of time (estimated)
Role specific responsibilities	**Program and Grant management** • You'll provide management of the grant-funded program, ensuring it is delivered with quality and effectiveness, and in line with IWDA and Collective values. • You'll manage the program budget, forecasts and financial tracking in line with IWDA procedures and donor requirements and provide budget updates to the Collective. • You'll lead reporting to the donor, preparing high-quality reports that reflect the Collective's achievements and learning, and maintain mutual accountability with Collective members. • You'll oversee monitoring, evaluation and learning (MEL) for the program, working with IWDA colleagues, Collective members and external consultants. **Participatory Grant Mechanism (PGM)** • You'll manage the PGM, which resources actors and initiatives advancing feminist climate justice in Australia, in line with feminist funding principles of trust, mutual accountability, power-sharing and care.	**(70%)**

- You'll manage PGM sub-grants including monitoring compliance, implementation and impact.You'll lead onboarding of new sub-grants under the PGM including calls for proposals, assessing proposals, decision making, contracting and payment and compliance.
- You'll work across the organisation collaborating with other departments and teams, to modify systems and processes to meet the goals of the program, while maintaining compliance and consistency with key aspects of the regulatory regimes IWDA is subject to, and principles of feminist and decolonial ways of working.
- You will anticipate and proactively respond to issues related to the PGM, including designing new processes where required to support smooth, internal functioning of the Collective through a period of growth.
- You'll oversee PGM administration (contracts, invoicing, filing and disbursements), working with the Program Coordinator and Finance focal point.

FeCC Secretariat

- You'll serve as Secretariat to the Feminist Climate Collective (FeCC) - in line with the Secretariat Terms of Reference (TOR) and by coordinating the activities IWDA undertakes as Secretariat. The Secretariat is a responsive and proactive structure, grounded in relationships, shared ownership of goals, and cultures of care and learning to support program-level goals.
- You'll coordinate Collective meetings and workshops, supporting inclusive and accessible participation, with timely follow-up of agreed actions.
- You'll act as the communication focal point for members, keeping information flowing, supporting agenda setting and circulating relevant documents.
- You'll find linkages and connections between individual members' funded work within the grant.
- You'll oversee processes and funding distributions to support Collective member's travel for strategic movement and advocacy opportunities
- You will support the Collective in their shared ownership of FeCC culture, providing leadership on governance processes that enable high functioning relationships, the ability to disagree productively and the systems that sustain these ways of working
- Lead, and/or support others to lead, on the coordination of FeCC Strategic Initiatives, bringing people together in timely ways to design and deliver initiatives on behalf of the whole.
- You'll lead onboarding and ongoing engagement of new and existing members as the Collective grows.

	• You'll coordinate FeCC's external visibility and narrative through its communication channels, drawing on support from the Collective and IWDA as required. **Strategic collaboration** • You'll coordinate inputs from relevant specialist capabilities within IWDA to support direct implementation of program-level goals, including movement strengthening and advocacy. **Resource mobilisation** • You'll actively shape and contribute to resource mobilisation initiatives that support ongoing funding for feminist climate justice initiatives, as jointly agreed.	
Special projects & continuous improvement	• Contribute to monitoring, evaluation and learning (MEL) processes to support organisational effectiveness • Contribute to team and organisational improvement projects in collaboration with your manager and colleagues, including: *-Process consistency and simplification* *-Disability Inclusion actions* *-Aboriginal and Torres Strait Islander Engagement Strategy actions*	**(10%)**
Culture, Wellbeing & ways of working	• Demonstrate self-awareness and ongoing reflective practice around your own individual power, privilege and identities • Strive to demonstrate IWDA values and behaviours internal and external interactions • Work collaboratively within the team and across teams to achieve organisational goals, contributing to a positive and supportive working environment • Actively participate in internal training, reflection and capacity-building activities that advance feminist and decolonial approaches across the organisation • Value and participate in self and collective care practices that support everyone's wellbeing	**(10%)**
Financial & compliance responsibilities	• Support the preparation and monitoring of budgets, annual plans, funding agreements and variations. • Monitor compliance with organisational policies, regulatory, sector and donor requirements, keeping compliance, risk and financial records accurate and up to date. • Support risk management, compliance reviews, audits and due diligence, identifying and escalating issues as needed.	**(10%)**

Key relationships - Who will you work with

Internal	External

- Senior Manager, Direct Programming
- Senior Manager, Feminist Movement Strengthening
- Senior Advisor, Research, Policy and Advocacy
- Program Coordinator, Direct Programming
- Finance Business Partner
- Communications team
- Members of the Feminist Climate Collective (FeCC);
- Program Donor;
- local, regional and global feminist and climate justice movement actors

What You'll Bring

Skills & Experience

- Experience supporting coalitions, networks or collectives – including convening meetings and workshops, facilitating collaborative processes, and providing secretariat support.
- Strong relationship-building and communications skills, with experience cultivating trust and supporting collaboration across diverse stakeholders.
- Demonstrated success in program management, including work planning, budgeting, donor engagement, monitoring, evaluation and reporting.
- Demonstrated experience in grant management, including managing donor grants and sub-grants, contracting, compliance and reporting, and a commitment to integrating feminist and decolonial values into these processes.
- Strong organisational and administrative skills and proven ability to manage competing priorities, meet deadlines and deliver quality outcomes in a complex or fast-paced environment.
- Ability to work collaboratively and autonomously as part of a small team
- Commitment to feminist and decolonial values, and a demonstrated feminist analysis of the climate crisis.

Desirable

- Relevant lived experience, active connection, and/or professional experience with feminist climate justice movements or women's rights organisations, particularly in Australia and the Pacific.
- Experience engaging and working with Aboriginal and Torres Strait Islander peoples
- Knowledge of feminist resourcing approaches, such as participatory grant-making, feminist funding principles or other equity-based models.

Studies show that women and people from underrepresented groups often only apply if they meet 100% of the selection criteria. If you are excited about this role but your experience doesn't align perfectly with every single bullet point, we strongly encourage you to apply anyway. We value growth, potential, and transferable skills.

Working Style & Collaboration

- You work effectively across team boundaries and can join up work between functions.
- You're comfortable holding shared accountability and managing handoffs with others.
- You're open to using new tools and technology, including AI, responsibly and thoughtfully.

Mindset

- You share power naturally and look for the strengths in others.
- You practice collective care and demonstrate inclusion and power awareness.
- You are comfortable with uncertainty and can manage tasks flexibly, identifying when action is needed and are able to adapt approaches iteratively when needed.
- You take accountability for your impact and stay open to learning and unlearning.

What It Feels Like to Work Here

- Purposeful work: know that what you do contributes to advancing gender equality and creating meaningful change.
- Flexibility that works for you: hybrid working style, flexible work hours, shorter working hours, generous leave options
- Care is part of how we work: access to wellbeing support and EAP, progressive systems, tools and surveys for feedback, performance and reporting
- Room to grow: learn, develop and shape your career through professional development, new experiences and opportunities to try something new
- A place to be yourself: bring your whole self to work in a culture that values diversity, inclusion, equity and dignity.
- Competitive salary: sector benchmarked salaries and salary packaging up to $18,200
- People who care: work alongside passionate, thoughtful and supportive people who care about each other and the change we're creating together.

Compliance & Safeguarding

International Women's Development Agency (IWDA) uses a mechanism in the Equal Opportunity Act 2010 (Vic) called the “Special Measures Exception” which aims to advance substantive equality for marginalised groups. We accept applications from people with a gender identity that is adversely impacted by the patriarchy in terms of employment and leadership opportunities: women, non-binary, trans and gender diverse people.

IWDA uses the term “women” to be inclusive of both trans and cis women. Likewise, IWDA welcomes people with different skills and life experiences, and encourages First Nations women, women from culturally and linguistically diverse backgrounds, women with disabilities, women from migrant and refugee trans, non-binary, and gender diverse peoples to apply. Preference will be given to First Nations and Pasifika applicants – recognising the importance of lived experience, connection to constituencies and movements and the critical leadership of First Nations and Pasifika women in feminist climate justice.

Any offer of employment will require a National Police Check and endorsement of IWDA's Safeguarding Code of Conduct. All applicants must be legally entitled to live and work in Australia.

General Conditions

- Support and demonstrate IWDA's values and behavioural capabilities
- Act at all times in accordance with IWDA's Code of Conduct and Policies
- Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices
- Act at all times in accordance with IWDA's Safeguarding Code of Conduct and Policies
- Undertake a police check prior to commencement and every two years thereafter

Travel Requirements

Some domestic and international travel may be required in this position. I It is a condition of employment that staff abide by all IWDA policies and procedures, particularly those relating to occupational health and safety, security and safety. There is a possibility of travel to remote locations. Travel to remote locations may be required, and staff should be confident and fit to travel to these locations.