



**THE NATIONAL ASSEMBLY OF
THE UNITING CHURCH IN AUSTRALIA**

**UNITINGWORLD
(RELIEF AND DEVELOPMENT)**

POSITION DESCRIPTION

INTERNATIONAL PROGRAMS COORDINATOR

10 May 2009

Purpose:

To manage relief and development programs and assist Australian Church Communities from across the Uniting Church in Australia to engage with Relief and Development programs.

General Understanding of the Position:

UnitingWorld is an agency of the National Assembly of the Uniting Church in Australia (UCA). UnitingWorld, through its Relief and Development unit, are responsible for the emergency relief and community development activities of the UCA.

UnitingWorld has recently completed a strategic plan that commits the organisation to:

1. Partner overseas churches and agencies in transforming their local communities

UnitingWorld currently supports relief and development programs in 10 countries across Africa, Asia and the Pacific – Zambia, Zimbabwe, Sudan, India, Indonesia, Timor Leste, Papua New Guinea, Solomon Islands, Vanuatu and Fiji. Each of these programs and the projects within them are implemented by local partner organisations and managed by Project Staff within UnitingWorld.

UnitingWorld is committed to working in partnership in ways that ensure development effectiveness and accountability and that builds capacity. This position will be responsible for the management of a number of programs and the projects within them. Our overseas partners are church organisations. As a result the position will require a person who is able to work and communicate in the Christian Church context of our partners.

2. Empowering Australian church communities, especially in the UCA, to be effective global partners

UnitingWorld is committed to working in partnership with Australian church communities, assisting them to engage effectively and meaningfully with our overseas partners and the complex global issues they are facing. This position will be responsible for the effective facilitation and management of relationships with Australian church communities with both UnitingWorld and our overseas partners.

3. Recognised and trusted as a leading relief and development agency

UnitingWorld has full Australian Agency for International Development (AusAID) accreditation, is a member of Australian Council for International Development (ACFID) and a signatory to the ACFID Code of Conduct. This position will need to relate to AusAID, ACFID, members of government as well as all people at all levels within the UCA and our partner organisations.

Reports To: Associate Director, Relief and Development, UnitingWorld

Relates to:

- UnitingWorld staff
- President and General Secretary of the National Assembly of the UCA
- Other UCA National Assembly staff
- UCA Synods, Presbyteries, Agencies and Congregations, and their staff
- Partner Church leaders and staff
- AusAID staff
- Australian Council For International Development staff
- Diplomats and politicians

Location: UnitingWorld offices presently at Level 10, 222 Pitt Street, Sydney.

Key Result Areas:

1. Manage Projects
 - Oversee the project cycle including needs assessments, analysis, design, proposal writing, evaluation and reporting.
 - Develop and manage project budgets
 - Through appropriate mentoring and training, develop the capacity of partner organizations
 - Oversee and ensure high quality and timely project implementation.
 - Maintain quality through compliance with UnitingWorld and international relief and development standards.
 - Assess program effectiveness and identify opportunities for new projects
2. Facilitate relationships with Australian church communities
 - Relate to groups within the UCA, publicising the work of UnitingWorld and identifying ways that groups can meaningfully and effectively engage in UnitingWorld programs
 - Facilitate and manage ongoing relationships with Australian church communities
 - Educate donors and the wider Australian community about relief and development.
3. Collaborate
 - Assist in UnitingWorld program strategy and operational planning process.
 - Represent UnitingWorld at Government / AusAID / ACFID / NGO / donor meetings.
4. Perform other tasks as required

Qualifications and Experience:

Essential

- Tertiary qualifications in relevant field
- Demonstrated experience in:
 - Project management particularly in the fields of relief and/or development
 - Addressing issues relating to developing countries
 - Relating to Australian and overseas church communities
 - Cross – cultural sensitivity
 - Working as part of a team

Critical Knowledge, Skills and Abilities

- Excellent interpersonal, organisational and time management skills.
- Excellent communication skills (oral and written).
- Cross-cultural sensitivity
- Ability to communicate in our partner church context
- Willingness to work within Uniting Church and UnitingWorld ethos.
- Ability to work in and contribute to team building environment.
- Attention to detail
- Thorough knowledge of MS Office.
- Commitment to ACFID NGO Code of Conduct.