

POSITION TITLE: Program Coordinator

DEPARTMENT: International Program Department (IP)

DATE: February 2023

REPORTS TO: Senior Advisor, International Program

ORGANISATIONAL MISSION:

CBM is a Christian development organisation, committed to improving the quality of life of people with disabilities in the poorest countries of the world.

GROUP/DEPARTMENTAL MISSION:

The International Program Department supports and develops effective high quality international projects. We aim to alleviate poverty, raising awareness on the rights of people with disabilities, including them in local change and development and enabling access to services. We strengthen field program implementation, contributing to partner capacity and promoting learning in our programs. Our work is with partner organisations aiming to empower people with disabilities and their organisations, bringing local change.

In CBMA, we work closely with the Inclusion Advisory Group (IAG) and Public Engagement (PE). IAG works to promote disability inclusion with a range of organisations in different sectors and countries. We work with PE to tell stories, communicate effectively and inspire people about our work.

PURPOSE OF ROLE:

As a member of the International Program (IP) Department, this position has oversight of a specific portfolio of projects within the program to:

- support and coordinate development and humanitarian programming with relevant Country Teams
- act as focal person for all work within specific countries, in liaison with manager and other relevant colleagues
- manage relationships with CBM Global stakeholders to support partner capacity strengthening, program development and implementation
- assist in collating reports and stories of change
- accompany, review and evaluate field work
- contribute to program learning, knowledge sharing and exchange of experiences with partner organisations in portfolio countries

LEVEL OF DIRECTION OR SUPERVISION:

This post is supervised by the Senior Advisor. The role liaises with other internal functions and with CBM Global Disability Inclusion counterparts.

KEY AREAS OF RESPONSIBILITY

1. Program oversight, development and funding opportunities
2. Learning and evidence within portfolio
3. CBM Country Office and partner capacity strengthening
4. Alignment of country strategy with national organisational priorities and CBMA interests

- Communicating the program including through storytelling within CBM Australia and externally.

SPECIFIC OUTCOMES REQUIRED

In coordination with manager:

- Contribute to the strategy, quality and effectiveness of programs and the ongoing development of CBMA's program work
- Contribute effective and creative communication about the program internally and externally to varied audiences
- Responsible for program monitoring and evaluation yielding learning outcomes
- Contribute to Country Office and partner capacity strengthening
- Support internal business processes, standards and policies
- Manage relationships with relevant Country Office staff, partner organisations and with program portfolio peers in CBM Member Associations
- Participate in and represent CBM in relevant internal and external forums.

COMPETENCIES REQUIRED

Key competencies:

- Current knowledge and minimum 5 years experience of international development, understanding of the Australian aid sector
- Ability to research information, apply lateral thinking, identify and promote program innovation
- Writing and presentation skills for varied audiences
- Project design, monitoring and evaluation
- Effective and mature relationship management, interpersonal skills, and building of cross-cultural professional relationships
- Financial administration and budgeting skills
- Ability to work within a Christian framework and be sensitive to its various expressions across cultures and denominations.

Other competencies:

- Strategic thinking
- Time management
- Self motivated, able to work independently
- Advanced skills in computer use of Excel, Word, email and database management
- Able to travel in challenging conditions to portfolio countries (up to 10 weeks per annum)
- Experience with Pacific, Asia or Africa programming (desirable)
- Ability to speak and write relevant languages (desirable)

TASKS AND PRIORITIES

Key Areas of Responsibility	Key Tasks	Performance Indicators	Weight (of 100%)
1. Program oversight, development & funding opportunities	<ul style="list-style-type: none"> In collaboration with manager, lead CBMA engagement with COs/partner organisations in development of <u>project designs and overall portfolio</u> Together with manager, inform development of <u>CBMA budget allocation</u> for portfolio regions 	<ul style="list-style-type: none"> Designs successfully developed on time Timely provision of financial projections linked to strategy and plans 	50%

Key Areas of Responsibility	Key Tasks	Performance Indicators	Weight (of 100%)
	<p>and countries</p> <ul style="list-style-type: none"> • Support <u>project quality</u> with monitoring approaches and <u>risk management</u> • Oversee quality and frequency of <u>program reports</u> (financial, narrative) and lead on annual reports and plans to major and government donors • In conjunction with grants manager, ensure <u>relevant agreements</u> and contracts related to program portfolio are in place • Respond to relevant <u>financial management processes</u> in a timely fashion 	<ul style="list-style-type: none"> • Ensures information collated, relevant monitoring conducted (potentially remote), and risks documented • Reports successfully submitted to donors on time • Contract management implemented • Effective fund oversight including budget, transfers , financial monitoring and risk assessment 	
<p>2.Program learning and evidence</p>	<ul style="list-style-type: none"> • Together with input from Quality Senior Advisor, lead and manage CBMA’s contribution to <u>project and program evaluation within portfolio</u> • Contribute to <u>expertise in relevant sectoral</u> area (eg disability inclusive development, gender & child safeguarding) • <u>Identify and drive learning</u> approaches including producing and disseminating relevant documentation • <u>Contribute to departmental and sector learning events</u> 	<ul style="list-style-type: none"> • Project evaluations conducted according to standards, with relevant ToR and contracts issued; • Input and influencing is evident and documented • Examples of learning approaches documente • Contribution and participation in learning is evident 	<p>15%</p>
<p>3.CBM Country Office and partner capacity strengthening</p>	<ul style="list-style-type: none"> • Build effective <u>professional relationships with Country Office</u> staff (visits, regular chat/Teams, emails) • <u>Manage peer relationships</u> with CBM member associations in shared country programs • Participate in or lead <u>inputs</u> including design, review and reflection workshops • <u>Influence CBM and partner</u> quality approaches 	<ul style="list-style-type: none"> • Strong working relationships established and evident • Regular and effective communication and liaison with CBM member associations peers • Examples of active participation • Appropriate ideas and materials shared 	<p>20%</p>
<p>4. Alignment of country strategy</p>	<ul style="list-style-type: none"> • Contribute to development & ongoing <u>engagement with</u> 	<ul style="list-style-type: none"> • Effective analysis and engagement in country 	<p>5%</p>

Key Areas of Responsibility	Key Tasks	Performance Indicators	Weight (of 100%)
with national organisational priorities and CBMA interests	<u>country strategies</u> in line with CBMA Strategy and CBM Global Disability Inclusion Strategies	strategy development is evident along with Country Coordinating Forum engagement	
5. Liaison , communication and storytelling	<ul style="list-style-type: none"> • Lead on <u>communication & story telling about the program</u> portfolio to internal audiences • Lead on <u>project portfolio data and stories</u> for CBM External Advisory, Communications, Advocacy & Fundraising • <u>Represent CBM</u> as required in sector and public meetings • <u>Contribute to</u> sector working groups or initiatives as required 	<ul style="list-style-type: none"> • Stories are creative, succinct & enable non program audiences to understand our program • Accurate program information is available & timely • Presentations are professional and engaging • Participation in relevant forums, working groups 	10%

Job Evaluation		
Factor	Level	Score
Responsibility and Accountability	5	208
Judgement and Decision Making	4-5	86
Interaction and Influence	4-5	86
Knowledge and Application of Creative and Technical Skill	4-5	225
TOTAL		605
Salary Grading	Grade 8	

*Factor Level definitions and Salary Grading information can be found on the CBM Intranet.

TERMS AND CONDITIONS

General terms and conditions of employment are as per the CBM Australia Managerial and Professional Agreement 2009.

PERFORMANCE PLANNING AND REVIEW

Performance planning and reviews will be carried out regularly at dates to be set by the Manager.

Signed

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Senior Advisor, Program
Development

Signed

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Program Coordinator