



**POSITION TITLE:** Head of Effectiveness  
**DEPARTMENT:** Program Impact  
**DATE:** February 2024  
**REPORTS TO:** Director, Program Impact  
**FTE:** 1  
**LOCATION:** Richmond, Melbourne (Hybrid)

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### **CBM AUSTRALIA**

CBM Australia is Christian international development organisation with a focus on disability. We have more than 115 years' experience developing proven community-based programs that help millions of people with disabilities benefit from real and lasting change. We work alongside people with disabilities living in the world's poorest places to fight poverty and exclusion and transform lives.

### **ORGANISATIONAL VISION**

An inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

### **ORGANISATIONAL MISSION**

CBMA is fighting to end the cycle of poverty and disability.

### **GROUP/DEPARTMENTAL OBJECTIVE**

The CBMA Program Impact department partners with the disability movement, organisations of persons with disability (OPDs) and other key external partners to influence, develop and support the delivery of high-quality, transformational programs and advice, delivering lasting change to people with disabilities across the globe.

Through our five functional teams (International Programs, Pacific Impact, Inclusion Advisory Group, Effectiveness and Operations), the Program Impact department generates and applies evidence and learning to inform our advice, strengthen program practice and extend sector thought leadership. The department works collaboratively across CBMA and CBM Global (CBMG) to amplify the reach and impact of our work via our three "vehicles of change" – international programs, advocacy and advisory.

### **TRAVEL**

International and/or interstate travel is a requirement of the position up to 8 weeks per annum. This includes travel in challenging conditions to portfolio countries. It is a condition of employment that all staff abide by CBMA travel and safety and security policies and procedures as well as in-country safety and security protocols required to travel to the location. This may include country specific vaccination requirements.

### **SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS**

CBMA is committed to the protection and safety of all children and vulnerable adults that come into contact with our organisation and programs. All staff are required to understand and comply with CBM Australia's Safeguarding Policy and Prevention of Sexual Exploitation, Abuse and Harassment Policy, Code of Conduct and Safeguarding Behaviour Statement.



- This role requires CBMA representation when visiting communities (internationally and domestic)
- This role has contact with children when visiting communities and requires a current Working with Children Check.

### **RESPONSIBLE FOR**

Leadership and management of the PI Effectiveness team to generate an expanded, credible and accessible evidence base that demonstrates thought leadership and informs improved practice and decision making in CBMA and across the CBMG federation.

The PI Effectiveness team plays a critical role in ensuring that the organisation's programs and initiatives are aligned with our strategic objectives and reflect relevant quality and accountability standards of international development and humanitarian frameworks.

Overseeing design, monitoring, evaluation and learning (DMEL) practice at CBMA, the Head of Effectiveness will ensure alignment with and strategic contributions to relevant CBMG policies, systems and processes and thematic areas of focus. This position is responsible for articulating the CBMA's approach to DMEL and providing technical support across programs and advisory work.

This is a new role in a newly configured Program Impact department. With this role comes the opportunity to shape the Program Impact Leadership Team to leverage the deep skills, experience, networks of the department in close coordination and cooperation with internal and external stakeholders.

### **REPORTS TO**

Director, Program Impact

### **SUPERVISES**

PI Effectiveness team comprising Research and Effectiveness Lead, Design, Monitoring, Evaluation and Learning (MEL) Lead, DMEL Officer, Learning and Communications Officer, Program Policies Officer.

### **MAIN ACTIVITIES**

- As a member of the Program Impact Leadership Team, work collaboratively to deliver CBMA's strategy to amplify the impact of our work.
- Enhance coherence across CBMA's program and advisory strategies leveraging evidence and learning to amplify outcomes and impact.
- Articulate CBMA's position and approach in relation to key thematic areas of work.
- Oversee CBMA's research, thought leadership and learning agenda, fostering and embedding a learning culture.
- Advise on high quality program/project design, monitoring, evaluation and learning that evidences and can be used to effect systemic change.



- Ensure quality and compliance standards are met.
- Develop program policies and practice guidance, including safeguarding, PSEAH, Fraud, Anti-terrorism, Gender and Social Inclusion, program management systems, ACFID code of conduct.
- Represent CBMA externally, contributing to positive proactive relationships with research partners and key sector stakeholders.
- Set performance expectations for the Effectiveness team, oversee work planning activity and monitor/report against agreed budget and plans.
- Foster a supportive and collaborative team culture through provision of strong team leadership, management and a clear focus on career development.
- Foster effective linkages with CBM Australia Public Engagement and Business Operations departments.

### **KEY SKILLS/QUALITIES**

- Minimum 10 years' international development experience, ideally including with International NGOs and DFAT.
- Deep understanding of good practice and trends in international development, particularly in related to evaluation methods, evidence-based policy and responsible data.
- Demonstrated experience working directly with development practitioners and other stakeholders to build evaluation capability, including facilitating theory of change workshops, planning and designing evaluations, and interpreting evaluation data.
- Experience developing program policies, systems and processes to enable continuous quality improvement, effective program delivery and provision of technical advice.
- Exceptional stakeholder management skills.
- Outstanding communication skills; written, verbal and in facilitation; with the ability to motivate and develop the skills of others; across different types of program practitioners and different program delivery models.
- Effective leadership capability with an ability to lead, develop and influence a team.
- A deep commitment to the voice and empowerment of people with disabilities, their families and communities. Disability Inclusion technical expertise viewed favourably.
- Enthusiasm for the mission of CBM Australia and alignment/comfort with being part of a faith-based organisation.
- Postgraduate qualification or specialised training in evaluation or related field in the social sciences, with expertise in quantitative and qualitative social research design, highly regarded.



### **INTERNAL CONTACTS**

Program Impact Leadership Team and PI functional teams.  
CBMA Public Engagement department  
CBMA Capability and Business Performance department  
CBM Global counterparts, Members, Country Teams

### **EXTERNAL CONTACTS**

Organisations of persons with disabilities (OPDs) and the disability movement,  
Regional/local partners  
Australian international development sector, including the Australian Council for  
International Development  
Australian Department of Foreign Affairs and Trade (DFAT), other bilateral and  
multilateral donors, Australian-based international NGOs  
Sector stakeholders.