

# ADRA Australia and New Zealand

## Director of National Programs

**Commitment:** Full-time

**Location:** Wahroonga, Sydney

**Applications Close:** 8 February 2021



### About the role

ADRA Australia and New Zealand is seeking a qualified and experienced National Programs professional to join our senior management team.

The Director of National Programs (NP) is responsible for the oversight of the national operations of ADRA Australia and New Zealand, with particular attention to people leadership, strategy, program development and implementation, and building strong church and community relationships.

The successful applicant is a servant-leader who is passionate about ADRA's purpose, "to serve humanity so all may live as God intended" and is committed to meeting the challenges of this diverse role with enthusiasm, collaboration, and teamwork.

The Director of National Programs leads a National Programs team out of the ADRA Australia office in Wahroonga. The work of the National Programs includes Community Care Centres, Op Shops, and a range of community development initiatives - all aiming to create opportunities for people to thrive!

The Position Description for the role is included at the end of this document and will give you more specific information on this exciting and challenging role.

### About ADRA Australia and New Zealand

The Adventist Development and Relief Agency (ADRA) is the official humanitarian agency of the Seventh-day Adventist Church. As part of the global ADRA network which reaches into more than 124 countries, we are motivated by our faith, to enable people and communities in Australia, New Zealand, the South Pacific, Asia and Africa to improve their health and livelihoods and assist people to prepare for and recover from disasters around the world.

As part of the global ADRA Network, both ADRA Australia and ADRA New Zealand share the same purpose and as from 1 January 2021, an alliance between the two entities was formed with the transition to be rolled out over a two-year period. The Alliance is intended to make both organisations stronger, and as a result, have a greater reach and impact in the communities. Leveraging resources and minimising duplication of work in fulfilling this purpose is expected to increase efficiencies and organisational capacity.

ADRA Australia holds full accreditation with the Australian Government Department of Foreign Affairs and Trade and is a member of the Australian Council for International Development (ACFID) and the Australian Council for Social Services (ACOSS). ADRA New Zealand is fully accredited with the New Zealand Foreign Affairs and Trade and Council for International Development.

**Our Values** - We conduct our work by being:

*Connected* - working collaboratively for the best outcome for those living in poverty or distress.

*Courageous* - persevering through challenging situations.

*Compassionate* – empathising with the communities we work with and with each other.

## About the National Programs Team

The Director of National Programs is appointed by the ADRA Australia/New Zealand Board, and report to the CEO of the ADRA AU/NZ Alliance. The Director of NP leads a team of professionals in Australia and New Zealand and works very closely with the Conference ADRA Directors.

The National Programs team works collaboratively with the following ADRA Australia and New Zealand units:

- People and Culture
- Emergency Management
- Finance
- International Programs
- Marketing
- Open Heart International

## Selection Criteria

### Essential

1. Willingness to work within a Christian ethos with conduct that is respectful of the beliefs and practices of the Seventh-day Adventist Church when in the workplace or otherwise representing ADRA Australia.
2. Relevant Masters and tertiary qualifications in social work, development, human resources, finance, business administration or related disciplines.
3. At least five to seven years' experience in a similar role with proven leadership and people and culture expertise and demonstrated ability in fostering a positive team culture.
4. Demonstrated strategic planning, staff development, program management and development expertise.
5. Demonstrated church, donor, and government relationship building skills.
6. A passion for social justice and community service with a coherent understanding of the causes and mechanisms which create injustice and poverty.
7. The ability to work and effectively communicate with a diverse team of professionals across the organisation including international development, national programs, emergency management, marketing, and finance experts as well as Union and Conference ministry leaders.
8. A desire to promote ADRA's ministry personally and corporately to the Seventh-day Adventist Church constituency and leadership.
9. Experience working in cross-cultural settings.
10. Ability to travel within Australia and New Zealand.

### Desirable

1. A good understanding of the social services sector in Australia and New Zealand.
2. Grant writing skills
3. Volunteer management expertise

## Key Competencies

- **Deciding and Initiating Action** – Takes responsibility for actions, projects, and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear, appropriate decisions which may include tough choices or considered risks.

- **Leading and Supervising** – Provides others with clear directions; motivates and empowers others; recruits staff of high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour, gives regular feedback.
- **Relating and Networking** – Establishes good relationships with colleagues; builds wide and effective networks of contacts inside and outside the organisation; relates well to people at all levels; Uses humour appropriately to enhance relationships with others.
- **Formulating Strategies and Concepts** – Works strategically to realise organisational goals; sets and develops strategies; identifies and develops positive and compelling visions of the organisation's future potential; takes account of a wide range of issues across, and related to, the organisation.

## Other Requirements

- At the time of application, the successful applicant will already have the legal right to live and work in Australia.
- Commitment to abide by the ADRA Australia and New Zealand Code of Conduct and organisational policies and procedures. A copy of relevant policies is available on request.
- ADRA Australia and New Zealand takes the prevention of sexual misconduct, harassment, and child protection seriously and screens applicants for suitability. The successful applicant will be required to obtain a police check for each country in which the individual has lived for 12 months or longer over the last five years, and for the individual's country of citizenship (including dual citizenship holders). The successful applicant will need to provide their consent to a criminal record check. ADRA Australia and New Zealand recognises that in limited instances it may prove impossible to obtain a reliable criminal record check. In such circumstances a statutory declaration outlining efforts made to obtain foreign police check and disclosing any charges and spent convictions may be accepted.
- Applicants will be requested to disclose whether they have had a substantiated Sexual Exploitation Abuse or Harassment claim of any nature made against them in Australia, New Zealand or overseas. This is included in the Job Application Form.

## How to Apply

To apply, candidates should succinctly address each selection criteria, the desirable criteria (if applicable), in their application letter providing examples of past experiences and qualifications. Forward your application letter and resume by **8 February 2020** - along with the names of three work related referees to: [alisonyoung@adra.org.au](mailto:alisonyoung@adra.org.au)

If you have questions or need further information, please contact: Alison Young, ADRA Australia and New Zealand, Phone +61 2 9473 9503 or email [alisonyoung@adra.org.au](mailto:alisonyoung@adra.org.au)

*ADRA Australia and New Zealand is an Equal Employment Opportunity (EEO) employer.*

*The appointing body reserves the right to fill this position at its discretion.*

*(Job Description following)*



**Connected**  
**Courageous**  
**Compassionate**

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|-------------------|---|
| Position Title:   | ADRA Australia/New Zealand National Programs Director |
| Department:       | National Programs                                     |
| Reports To:       | ADRA AU/NZ CEO  |
| Team Supervision: | ADRA AU/NZ National Programs Unit                     |

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| Full / Part Time: | Full Time    |
| Revised Date:     | January 2021 |

**Purpose of Position:** *An overarching statement that describes the intent of the position.*

The National Programs Director provides oversight and direction of the National Programs (NP) operations of ADRA Australia and ADRA New Zealand, drives NP strategy, develops in-house and Conference ADRA Director (CAD) staff capacity, and ensures NP best practice is implemented and efficiently measured.

**ADRA Australia (AU)/New Zealand (NZ) Code of Conduct:** *Our Code of Conduct - How we do things in our organisation that underpins our values.*

ADRA Australia/New Zealand Code of Conduct and related policies.

**Key Competencies:** *The competencies, qualifications, skills and experience the person needs to do the role successfully.*

A minimum of 7 years working experience within the National Programs sector (or similar) in senior leadership roles, strategic ability, people leadership, NP programs development and direct implementation expertise, strong church and community relationship building skills, and risk management.

**ADRA Competencies:** 1.1 Deciding & Initiating Action; 1.2 Leading & Supervising; 3.1 Relating & Networking; 5.3 Formulating Strategies & Concepts

**Key Responsibilities:** *The things that the person needs to be responsible for to successfully fulfil the obligations of this position.*

| Area of Responsibility                                     | Actions / Tasks / Objectives   | Measures of Success / KPIs   |
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| Groupings or areas of responsibility                       | What has to get done in this area  | How job performance will be measured   |
| <b>STRATEGIC DIRECTION, PLANNING &amp; RISK MANAGEMENT</b> | <ul style="list-style-type: none"> <li>Lead the development, execution, and maintenance of the National Programs (NP) arena strategy within ADRA AU/NZ's strategy, and alignment with AUC and NZPUC Community Ministry Strategies.</li> <li>Develop an annual ADRA AU/NZ NP plan with specific objectives, measures, and responsibilities to deliver the NP strategy.</li> </ul> | <ul style="list-style-type: none"> <li>A current NP strategy is developed and approved by the Board, and annually reviewed by the board/or sub-committee.</li> <li>Progress against NP strategy, plans and targets are quarterly reviewed with EXCOM, and NP team members.</li> <li>Assist in the establishment of the ADRA International Church Engagement Technical Learning Lab, and thereof, become a member of the TLL and contribute with semi-annual case studies based on the AU and NZ experience.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Contribute with strategic church engagement advice to the CEO/GM NZ, ADRA SP director, and ADRA International's Church Engagement Technical Learning Lab (TLL).</li> <li>• Identify key NP risks and develop/implement practical risk management approaches to ensure these risks do not hinder achievement of NP programmatic and organisational goals.</li> </ul>  | <ul style="list-style-type: none"> <li>• NP risk matrix is developed, regularly monitored, and reviewed by National PROCOM every six months.</li> </ul>   |
| <b>LEADERSHIP</b>  | <ul style="list-style-type: none"> <li>• Build strong relationships with conference leaders and departmental directors.</li> <li>• Guide and support NP programs staff including CADs to successfully carry out their responsibilities and meet program expectations and requirements.</li> <li>• Chair the National PROCOM meetings to ensure adequate project approvals, NP programs growth and continuous improvement.</li> <li>• Establish/strengthen partnerships with relevant Government and Adventist entities (Education System, Youth, Discipleship, Health Departments, etc.) that enhance Church/ADRA community engagement capability.</li> <li>• Represent ADRA in NP external fora (e.g., government meetings, social services gatherings) and engage in church organised events.</li> </ul>  | <ul style="list-style-type: none"> <li>• While visiting CADs and monitoring projects, liaises with conference leaders and departmental directors at least once a year.</li> <li>• All ADRA NP staff including CADs are adequately supported to implement NP programs goals within expected timeframes and budgets and complying with policies and donor requirements.</li> <li>• NP policies and processes fully meet AAL criteria, and other relevant national accrediting bodies.</li> <li>• NP staff and CADs are constructively engaged in National PROCOM and demonstrate commitment towards NP programs' growth, learning, and collaboration with partners.</li> <li>• At least TWO new partnerships are established with Adventist entities, and/or government funding entities every year.</li> <li>• ADRA Australia/NZ are known for their NP capacity and expertise demonstrated through NP conferences, disaster-ready church programs, case studies, evaluations, or presentations in key church events.</li> </ul> |
| <b>NATIONAL PROGRAMMING:<br/>Australia &amp; New Zealand</b> | <ul style="list-style-type: none"> <li>• Equip and support CADs to develop Annual Program Implementation Plans including budgets, monitoring, and reporting mechanisms contributing to the NP Strategic Plan.</li> <li>• Facilitate ADRA AU/NZ support to CADs in terms of Marketing, People &amp; Culture, Finance, and other services as required.</li> <li>• In consultation with CADs and NP staff, develop/update a portfolio of ready-made and customisable projects that can be implemented/adapted by local churches for community engagement.</li> <li>• Develop and update National Programs Operating Procedures and Guidelines to guide the establishment and management of Local Management Committees (LMC), Op Shops, Community Care Centres, Volunteers, and Projects.</li> <li>• Identify grant opportunities and lead the development of grant proposals in collaboration with CADs concerned.</li> </ul> | <ul style="list-style-type: none"> <li>• All CADs have Annual Program Implementation Plans and Budgets linked to the NP Strategic Plan.</li> <li>• All CADs are quarterly reporting program activities, successes/failures, stories of impact and expenditures to date.</li> <li>• A weekly team meeting with CADs and Programs staff for planning, sharing and professional development.</li> <li>• A complete National Program Operating Procedures and Guidelines Manual to guide the management of LMCs, Op Shops, Community Care Centres, Volunteer and Projects is developed and standardised across Australia and New Zealand.</li> <li>• A portfolio of ready-made and customisable projects is developed and updated annually (example of projects include Invictus, DARP, etc) creating life change opportunities.</li> <li>• 10% of annual increase of national programs funding from government/private grants.</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Ensure that Op Shops are well-managed, progressively expanding and financially contributing to projects and the overall operations of ADRA.</li> <li>• Co-lead the implementation of a Disaster-ready Church program in Australia and New Zealand, in collaboration with the Emergency Management Director and team.</li> </ul>   | <ul style="list-style-type: none"> <li>• Within 3 years, 100% of Op-Shops are well-managed, profitable, and are financially contributing to ADRA projects and operations.</li> <li>• 20% annual increase in Adventist churches actively engaging in preparedness activities in the "Disaster Ready Churches Program in Australia and New Zealand.</li> </ul>   |
| <b>CAD, STAFF &amp; VOLUNTEER MANAGEMENT</b> | <ul style="list-style-type: none"> <li>• Develop professional development opportunities for ADRA AU/NZ NP staff in consultation with the People &amp; Culture Director.</li> <li>• Facilitate a safe and positive organisational culture within the NP team.</li> <li>• In collaboration with the CADs, develop a volunteer management program to care for volunteers and ADRA Local Church Leaders/Champions.</li> <li>• Support the development of a network of volunteers, ADRA leaders/Champions using social meeting/interactive platforms to foster peer collaboration, cross-fertilisation of lessons learned and best practice.</li> <li>• Regularly engage in monitoring trips with CADs/NP staff to understand local realities and provide program support.</li> </ul> | <ul style="list-style-type: none"> <li>• A NP professional development program is implemented in collaboration with the People &amp; Culture Director giving individual staff members opportunities for learning and growth.</li> <li>• Employee engagement mechanisms are implemented (in consultation with the People &amp; Culture Director) to improve NP staff satisfaction and growth (including GROW conversations and annual performance appraisals).</li> <li>• A volunteer program providing volunteer care and support is developed, implemented, and annually assessed.</li> <li>• Each CAD and National Programs Manager NZ is visited at least once a year.</li> </ul> |

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| Print Employee Name: |

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| Supervisor(s) Signature(s): |
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