

ADRA Australia

International Programs Director

Commitment: Full-time

Location: Wahroonga, Sydney

Applications Close: 31 January 2023



About the role

ADRA Australia is seeking a qualified and experienced leader to lead the International Programs team. The International Programs Director is responsible for the oversight of the International Programs operations of ADRA Australia, with particular attention to people leadership, strategy, program development and implementation, and capacity strengthening of partner country offices. This role is intended to include the ADRA New Zealand international programs portfolio as the Alliance between ADRA Australia and New Zealand is worked out.

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 much enthusiasm, collaboration, and teamwork.

The International Programs Director leads the International Programs team out of the ADRA Australia office in Wahroonga, Sydney, and regularly travels overseas. The work of the International Programs team includes partnerships with several ADRA country offices where a range of health, sustainable livelihoods and education development projects in the Pacific, Asia and in Africa, are creating opportunities for communities and families to thrive.

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

The applicants who have the legal right to live and work in Australia and New Zealand will be prioritised.

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 110 countries, we are motivated by our faith, to enable people and communities in Australia, 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.

Adventist Development and Relief Agency Australia Ltd ADRA Australia ABN 85 109 435 618

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www.adra.org.au

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 International Programs Team

The International Programs Director is appointed by the ADRA Australia Board, and reports to the ADRA Australia CEO. The International Programs Director will lead a team of professionals in Australia and work very closely with the Department of Foreign Affairs and Trade (DFAT) of the Australian government and the Australian Council for International Development (ACFID). When the Alliance between ADRA Australia and ADRA New Zealand is ready to have a stronger collaboration and integration for international programs, the Australian and New Zealand based members are expected to work as one team under the leadership of the International Programs Director.

The International Programs team works collaboratively with other ADRA departments:

- People & Culture
- Emergency Management
- Finance
- National Programs
- Supporter Engagement

Selection Criteria

Essential

1. A personal commitment to the Seventh-day Adventist Church and ADRA's purpose, values and Christian beliefs.
2. Relevant Masters and tertiary qualifications in international development, or related disciplines.
3. At least 7 years' experience in a similar role with proven program and strong team leadership skills.
5. Demonstrated strategic, program management and development expertise including grant writing skills.
6. Demonstrated cross-cultural expertise after working and living in international settings for at least 4 years.
7. Demonstrated church, donor, and government relationship building and networking skills.
5. A passion for social justice and sustainable development with a coherent understanding of the causes and mechanisms which create injustice and poverty.
6. The ability to work and effectively communicate with a diverse team of professionals across the organisation including national programs, emergency management, marketing, people & culture, and finance experts as well as Union and Conference ministry leaders.
7. A desire to promote ADRA's ministry personally and corporately to the Seventh-day Adventist Church constituency and leadership.
8. Ability to regularly travel overseas.

Desirable

1. Design, monitoring, and evaluation expertise
2. Humanitarian expertise
3. Finance 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

- The applicants who have the legal right to live and work in Australia and New Zealand will be prioritised.
- Commitment to abide by the ADRA Australia Code of Conduct and organisational policies and procedures. A copy of relevant policies is available on request.
- ADRA Australia 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 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 or overseas. This is included in the Employment Application Form.

How to Apply

To apply, candidates should address each selection criteria and the desirable criteria (if applicable) in their application letter, providing examples of experience and qualifications. Please forward your application letter, resume and the Employment Application Form by **31 January 2023** - along with the names of three work related referees to: HR@adra.org.au

If you have questions or need further information, please contact:

Gianina Badea

ADRA Australia Human Resources Coordinator

Phone +61 2 9473 9525 or email HR@adra.org.au.

ADRA Australia is an inclusive and Equal Employment Opportunity (EEO) employer.

The appointing body reserves the right to fill this position at its discretion and to close applications early.

See Job Description and Employment Application Form below:



Position Title:	ADRA Australia International Programs Director
Department:	International Programs
Reports To:	ADRA Australia CEO
Team Supervision:	ADRA Australia International Programs Unit

Full / Part Time:	Full Time
Revised Date:	October 2022

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

The International Programs Director provides oversight and direction of the International Programs (IP) operations of ADRA Australia, drives IP strategy, grows the portfolio of programs, develops in-house and partner country office IP staff capacity, and ensures IP best practice is implemented and efficiently measured. This role will be extended to include the International Programs of ADRA New Zealand when the Alliance between ADRA Australia and New Zealand is ready to do so. At this time, this Job Description will be reviewed.

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

ADRA Australia 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 International Development sector in senior leadership roles, strategic ability, people leadership, IP program development and implementation expertise, strong stakeholder engagement and 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 Groupings or areas of responsibility	Actions / Tasks / Objectives What has to get done in this area	Measures of Success / KPIs How job performance will be measured
STRATEGIC DIRECTION & RISK MANAGEMENT	<ul style="list-style-type: none"> Lead the development, execution, and maintenance of the International Programs (IP) strategy within ADRA Australia's strategy, and alignment with ADRA South Pacific (SP) and ADRA International. Develop an ADRA Australia IP annual work plan with specific objectives, measures, and responsibilities to deliver the IP strategy. Actively engage in ADRA Network's Program Development Advisory Committee (PDAC), the South Pacific, Asia, and Africa Program Director hubs/meetings. Identify key IP risks and develop/implement practical risk management approaches to ensure these risks do not hinder achievement of IP programmatic and organisational goals. 	<ul style="list-style-type: none"> A current IP strategy is developed and approved by the Board, and annually reviewed by the board/or sub-committee. Progress against IP strategy, plans and targets are monthly reviewed IP team members and reported quarterly to PROCOM/or Programs Sub-Committee. Quarterly engagements with ADRA Network PDAC, and ADRA regional program directors (South Pacific, Asia Regional Office, and Africa Regional Office). IP risk matrix is developed, regularly monitored, and reviewed by ADCOM every six months.
TEAM LEADERSHIP	<ul style="list-style-type: none"> Guide and mentor IP team members to successfully achieve their program management roles and excel performance expectations. Facilitate mechanisms to strengthen team engagement and a positive work culture. 	<ul style="list-style-type: none"> IP team members successfully meet program objectives and exceed performance requirements demonstrated in GROW conversations and performance appraisals. IP team members are actively engaged in the Work-Rite program and demonstrating a positive team culture and commitment to serving others.

	<ul style="list-style-type: none"> • Develop professional development opportunities for the IP team in consultation with People & Culture. 	<ul style="list-style-type: none"> • An IP professional development program is implemented in collaboration with People & Culture.
PARTNERSHIPS MANAGEMENT & DEVELOPMENT	<ul style="list-style-type: none"> • Lead the implementation of feed-back mechanisms for external stakeholders to assess the level of support provided by the IP team and areas for improvement including capacity building. • Establish/strengthen partnerships with Adventist entities, other-faith-based NGOs, DFAT, and UN to be relationships that enhance ADRA/Adventist IP capability. • In collaboration with CEO, represent ADRA in IP external fora (e.g., DFAT, ACFID, etc.) and create opportunities for other IP team members to participate and make contributions. • Lead a close IP collaboration with ADRA New Zealand as part of the on-going alliance aimed to join forces and have a close alignment. 	<ul style="list-style-type: none"> • Annual Partnership Capacity Assessment and Partner Satisfaction Surveys demonstrate high levels of engagement with partner, capacity strengthened, and satisfaction with the IP team program support. • At least one new partnership is established with Adventist entities, other faith-based, philanthropic, or government entities every year. • ADRA Australia is well-known and respected for their IP capacity and expertise demonstrated through partner assessments, case studies, program evaluations, and/or presentations in IP external fora. • ADRA Australia and New Zealand are collaborating in the design and implementation of programs to increase impact and improve efficiencies.
BUSINESS DEVELOPMENT AND CONTINUOUS IMPROVEMENTS	<ul style="list-style-type: none"> • Lead an expansion of the IP program focusing on partnerships in least development countries (LDCs) in the Pacific, Asia and Africa with particular emphasis on partner capacity strengthening in the Pacific. • Lead the development of new DFAT/other grant proposals. • Lead the development of a multi-country/multi-component program approach leading to greater program impact • Lead the refinement and implementation of an ADRA values-based approach across the program portfolio. • Lead the annual review of all IP systems and processes to foster continuous improvement and innovation in program development, implementation, monitoring, learning and evaluation. • Lead the IP related DFAT, ACFID, and ADRA AAL accreditation review processes within expected guidelines and timeframe. 	<ul style="list-style-type: none"> • An IP strategy to expand its program portfolio in the Pacific, Africa and Asia, is developed emphasising much partner capacity strengthening in the Pacific region. • Two grant program (non-ANCP) proposals submitted every year and at least one approved. • Research, develop, and implement a multi-country program approach to achieve greater program effectiveness and efficiencies. • An ADRA values-based approach is implemented across the program portfolio. • The IP Partner Operations Manual and program development and management processes are annually reviewed to reflect best practice and continuous improvement. • The IP sections of DFAT, ACFID, ADRA ALL accreditation processes are met and exceed expectations.

Print Employee Name:

Employee Signature:

Date: / /

Employment Application Form

Adventist Development and Relief Agency Australia Limited



ABN 85 109 435 618

GENERAL				Type in "Yes" or "No" or an appropriate comment	
1. Are you ALREADY legally entitled to live and work in Australia?					
If the response to Question 1 is No, we are unable to consider your application and there is no need to proceed any further.					
Phone No.	Home:		Mobile:	Work	
2. What prompted you to apply for this role? Why would you like to work for ADRA?					
3. Do you have any illnesses or injuries which may affect your ability to perform the essential requirements of the job for which you have applied? If yes, please provide details below:					
SAFEGUARDING					
4. ADRA Australia's strict safeguarding policies aim to help protect children, young people and vulnerable adults. In line with these policies are you willing to undergo a police check, a working with children check and be screened through Adsafe*?					
5. Do you have any convictions or charges related to child abuse? If yes, please provide details below:					
6. ADRA Australia has a zero tolerance to Sexual Exploitation and Harassment. Do you have any convictions or charges related to sexual abuse or harassment of any nature made against you in Australia or overseas? If you have responded "Yes", please provide details below:					
ADRA AS PART OF THE SEVENTH-DAY ADVENTIST CHURCH					
7. Have you ever worked for ADRA or any other entity of the Seventh-day Adventist Church in Australia or overseas under your current name or another name? If yes, please provide details of your last position below:					
8. Do you have any relatives currently employed by the Seventh-day Adventist Church? (We need to check any conflicts of interest.) If the answer is Yes, please list their names and places of employment below.					
Name		Place of Work			

9. Are you a practising Seventh-day Adventist? (If you are not an SDA, this does <u>not</u> exclude you from applying for the position.)	
Being employed by ADRA Australia, which is part of the Seventh-day Adventist Church, involves understanding, representing and being committed to the Church's mission and lifestyle in your professional life. (<i>Our code of conduct policy is available on request.</i>) Please respond to the following two questions.	
10. Do you understand the Church's lifestyle values? (These include abstinence from tobacco, alcohol, recreational drug use, immoral, illegal conduct, etc.)	
11. If you are employed by ADRA Australia, are you happy to reflect its purpose and values in your work and adhere to its lifestyle values in your professional life?	

I understand, agree and declare that:

1. If required by ADRA I will undertake a pre-employment medical screening by an ADRA designated practitioner who shall pass completed details of the examination to ADRA. (Refer Point 3)
2. If required by ADRA, I will produce documentary evidence relevant to this application e.g. identification, work visa, evidence of my qualifications, etc.
3. Any statement made by me in this document which is found to be deliberately misleading shall render me, if employed, liable to dismissal.
4. The Terms and Conditions of my employment shall be in accordance with:
 - (a) Any applicable State or Federal Laws.
 - (b) The appropriate Industrial Award and/or church policy.

Signature	Date

**Adsafe has been established as a service and resource to assist local Churches and Denominational Entities to protect children and vulnerable adults, to comply with applicable legislation and to develop denominational policy.*