

ADRA Australia Limited

Emergency Management – Program Manager

Commitment: Full-time

Location: Wahroonga, Sydney



About the role

ADRA Australia is seeking a pragmatic, adaptive person with expertise and drive to join our Emergency Management Team and support our partners internationally and within Australia in the delivery and management of humanitarian and disaster risk reduction programming as well as to provide programming support at the time of major disasters.

The primary responsibilities of this role include:

1. **Partnership management & support:** Managing ADRA Australia's humanitarian partnerships and programming in selected countries and supporting ADRA Australia's national emergency management program.
2. **Consortium engagement:** Managing ADRA Australia's responsibilities with the Church Agency Network Disaster Operations (CAN DO) consortium.
3. **Donor and supporter liaison:** Proactively managing communications with relevant institutional donors and support ADRA Australia's marketing team with relevant information.
4. **Expanding humanitarian programs:** Actively seeking new funding opportunities aligned with ADRA Australia's strategy and support the design of new projects/programs.
5. **Deployment & advisory services:** At the time of disasters, supporting ADRA Australia and the Global ADRA Network with surge capacity and relevant technical advice and training.
6. **ADRA Humanitarian Representative:** Representing ADRA in a mutually beneficial manner on assigned Government and Church coordinating bodies.

You must have the legal right to live and work in Australia at time of application.

The Job Description that will give you more specific information on this exciting and challenging role. and the Employment Application Form are included at the end of this document.

About ADRA Australia

The Adventist Development and Relief Agency (ADRA) is the official humanitarian agency of the Seventh-day Adventist Church. ADRA Australia works as part of the global ADRA network which reaches into more than 118 countries. Motivated by our faith, we 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.

ADRA Australia holds full accreditation with the 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).

Our Purpose: To serve humanity so all may live as God intended – free from poverty and disadvantage.

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 also with each other.

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

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www.adra.org.au

About the Emergency Management Unit

The key objective of the Emergency Management Unit is to lead an integrated, collaborative, and sustainable global Emergency Management (EM) program with a focus in Australia and the South Pacific that enables local Adventist-led responses. The EM team works collaboratively with the following ADRA Australia departments:

- Supporter Engagement
- Finance
- People & Culture
- International Programs
- National Programs

The Emergency Management Program Manager is appointed by the ADRA Australia ADCOM and reports to the ADRA Emergency Management Director.

Selection Criteria

Essential

1. A personal commitment to ADRA's purpose, values, and Christian beliefs.
2. A minimum of five years of employment experience within the humanitarian or international development sector.
3. Post-graduate degree in a relevant discipline, and/or extensive relevant field experience.
4. Prior experience in:
 - a. Humanitarian project cycle management, including project planning, implementation, budgeting, and monitoring and evaluation.
 - b. Capability strengthening and development of people engaged in humanitarian programming within a cross cultural context.
 - c. Contributing strategically to innovative practice and learning processes.
 - d. Managing day to day operations within strict deadlines and under time and resource constraints.
 - e. Coordinating programs made up of different projects implemented by different organisations.
5. Excellent written and verbal communication skills with the ability to interact with people from various backgrounds and ages.
6. Proven project management and time management skills.
7. Ability to travel within Australia and overseas.

Desirable

1. Field experience within a developing country.
2. Familiarity with the compliance requirements of donors, in particular the Department of Foreign Affairs and Trade (DFAT) and the Australian Humanitarian Program (AHP).
3. Much experience in facilitation, training, and development of people.

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.
- **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 realize ADRA's goals; sets and develops strategies; identifies, develops positive and compelling visions of ADRA's future potential; takes account of a wide range of issues across, and related to, ADRA.
- **Planning and Organising:** Sets clearly defined objectives. Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones.

Other Requirements

- At the time of selection, the successful applicant will have legal right to live and work in Australia.
- 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 effort made to obtain a 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 Job Application Form.

How to Apply

To apply, candidates should address the selection criteria in their application letter providing examples of past experiences and qualifications. There is no closing date, however we will be interviewing suitable candidates as they apply. Please forward your application letter, the Employment Application Form and resume 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 Coutts,
HR Coordinator for ADRA Australia
Phone +61 2 9473 9525 or
email HR@adra.org.au

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

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



Connected
Courageous
Compassionate

Position Title:	Emergency Management Program Manager
Department:	Emergency Management
Reports To:	Emergency Management Director
Team Supervision:	None

Full / Part Time:	Full Time
Revised Date:	Nov 2023

Purpose of Position: A basic statement that describes the intent of the position.

The Emergency Management Program Manager is responsible for managing ADRA Australia’s International humanitarian programs and associated partnerships. In addition, they provide capacity development support for ADRA South Pacific Humanitarian staff and partners to strengthen the delivery and management of disaster response and disaster risk reduction (DRR) programming. This includes the provision of technical advice, development of technical tools and program guidelines, facilitation of knowledge management, and deployment for surge capacity overseas and in Australia.

Behavioural Expectations: 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 post-graduate degree in the Humanitarian sector or related field. At least five years’ experience within the Development and/or Humanitarian sector, with exposure to project management and emergency response in cross cultural contexts.

ADRA Competency Framework: 1.1 Deciding & Initiating Action; 3.1 Relating & Networking; 5.3 Formulating Strategies & Concepts; 6.1 Planning & Organising,

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
Groupings or areas of responsibility	What has to get done in this area	How job performance will be measured
PARTNER MANAGEMENT & SUPPORT	<ul style="list-style-type: none"> Manage ADRA Australia’s relationship with each country partner where ADRA Australia is operating Humanitarian projects, in association with relevant ADRA regional and/or international personnel and ADRA Australia Development programs staff, in line with ADRA’s standards of operation. Ensure all assigned Partners have clear understanding of obligations and responsibilities as committed to in relevant agreements, such as MOUs, Specific Project Funding Agreements (SFPAs), Exchange of Letters (EOLs). 	<ul style="list-style-type: none"> High Partner satisfaction scores relative to Humanitarian engagement with ADRA Australia. Contractual breaches are handled transparently and in accordance with contractual obligations. Partner Capacity Assessments done at regular intervals as agreed and appropriate capacity

	<ul style="list-style-type: none"> • Ensure trust, transparency, accountability, and mutual respect is built, maintained, and/or strengthened with assigned Partners during Humanitarian engagement. • Facilitate and/or provide capacity strengthening of Partners in mutually agreed areas, relevant for Humanitarian programming. • Collaborate with other ADRA development and humanitarian personnel involved in programs within the same countries of ADRA Australia's partners to minimise duplication and enhance harmonisation of approaches. • Manage programs within the EM unit involving Consortia led by ADRA Australia, such as the French CDCS program. 	<p>strengthening strategies in place and followed up on.</p>
<p>RESPONSE & PROJECT MANAGEMENT</p>	<ul style="list-style-type: none"> • Manage ADRA Australia's responsibilities within the Church Agency Network Disaster Operations (CAN DO). This includes stakeholder relationships, proposal development, planning, learning, special projects, reporting, etc... • Ensure all International Humanitarian projects funded through ADRA Australia, including those within CAN DO, French CDCS, Emergency Action Alliance and ADRA Network funding, are implemented in a responsible and accountable manner, with quality outcomes, while meeting ADRA's internal standards, International Standards (e.g., Sphere, CHS). and contractual obligations to stakeholders (e.g., DFAT, French Govt, ACFID, ATO, ADRA International, etc). <ul style="list-style-type: none"> ○ Accountability: Ensure all projects are reviewed by appropriately qualified personnel using the PTAT form and presented to Projects Committee (PROCOM) for approval. Maintain database of essential project related documentation to meet DFAT accreditation requirements. ○ Agreements: Ensure EOLs for respective Projects are in place at project start up, and agreements within them are adhered to by Partners. ○ Monitoring: Monitor project implementation and ensure all accountability to community requirements are met. Make field visits where applicable. ○ Project finances: ensure financial management standards are met, spending is in line with budgets/plans, acquittals/tranches are managed timely, and any variations to plans are managed as per agreements. ○ Risk Management: ensure significant risks are identified and mitigating strategies in place. ○ Safeguarding: Ensure Child Protection, PSEAH, and Counter Terrorism requirements are met (e.g., policies, guidelines and training) with assigned Partners and any downstream Partners that receive funding through ADRA Au. ○ Reporting: Ensure reports to donors and/or managing contractors are presented timely and to a high-quality standard. Ensure internal reporting requirements for ADRA Australia are met. • Actively seek new funding opportunities aligned with ADRA Australia's strategy, and support design processes for relevant new projects/programs. 	<ul style="list-style-type: none"> • Emergency Management meets ADRA Network standards (as per ADRA Accreditation and Licensing). • All assigned Projects are adequately supported and meet objectives within expected scope, budget, and reporting timeframes. • At least one emergency management proposal submitted and funded every year by a new donor.
<p>DEPLOYMENT & ADVISORY SERVICES</p>	<ul style="list-style-type: none"> • Provide emergency response deployment support within the Emergency Response Team when assigned within the area of personal technical expertise. This will be virtual and/or physical deployment. • Provide training and facilitation support to National, Regional and/or International Humanitarian exercises and training events. • Collaborate with ADRA Australia team members to provide technical advice on relevant Humanitarian/DRR programming in Australia and Internationally. 	<ul style="list-style-type: none"> • High level score for end of deployment appraisal • High level score on Internal Engagement survey

	<ul style="list-style-type: none"> • Provide recommendations and share learnings on relevant Humanitarian/DRR related issues within the ADRA Global Network, as well as ADRA Australia staff and PROCOM. This to include Global, SDA Church, Donor, and CAN perspectives. • Provide practical guidance on how to integrate CAN DO opportunities within ADRA South Pacific Region Humanitarian plans to maximise synergies and leverage expanded opportunities. 	
ADRA REPRESENTATIVE	<ul style="list-style-type: none"> • Represent ADRA on assigned Government and Church coordinating bodies, including the Humanitarian Reference Group (HRG). • Constructively engage with the wider body of the Humanitarian community and collaborate in relevant Humanitarian/DRR activities, including ADRA International technical working groups where relevant. • Liaise with relevant Donor and UN stakeholders, DFAT, and support country partners in building relationships with such. 	<ul style="list-style-type: none"> • At least one interaction per month within the Humanitarian community that furthers dialogue and partnership around Humanitarian/DRR activities. • Engagement with the ADRA Network Emergency Management Technical Hub (EMAC)
SUPPORTER ENGAGEMENT SUPPORT	<ul style="list-style-type: none"> • Provide the Supporter Engagement Team with relevant response related information to guide marketing decisions, as well as appropriate stories/photos from responses and humanitarian projects. 	<ul style="list-style-type: none"> • At least one appropriate story used by Supporter Engagement per response.

Employee Signature:
Print Employee Name:

Supervisor(s) Signature(s):
Print Supervisor Name:

Date: / /

Adventist Development and Relief Agency Limited

ACN 85 109 435 618



Employment Application Form

Title		First Name		Last Name	
Current Address: (Street, Town, State, Post Code, Country)					
Phone No.	Home		Mobile		Work
Email					Gender
Position applying for:					
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.					
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 Adsafesafe*?					
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 not 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. (Our code of conduct policy is available on request.) 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 Australia 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 by the Seventh-day Adventist Church 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.*