

# ADRA Australia and New Zealand

## National Programs Coordinator

**Commitment:** Full-time – Two year maximum term contract

**Location:** Wahroonga, Sydney



### About the role

ADRA Australia and New Zealand is seeking an experienced and organised National Programs Coordinator who will enjoy the opportunity to use their superior organizational skills to work with and support the differing requirements within the National Programs team.

The Programs Coordinator is responsible for supporting the National Programs Director to strengthen the ADRA Australia (AU) and ADRA New Zealand (NZ) National Programs Department. The main areas of coordination are Community Centre Support, Volunteer Management, School Programs and Grant Writing Support. Initially, the focus of responsibility will be in Australia, but then envisaged to be extended to New Zealand. The position will also assist with Agency accreditation and strategic plan implementation for programmatic matters.

The National Programs Coordinator works with a number of stakeholders including Adventist Church Conferences, Local Management Committees, programs personnel, volunteers, beneficiaries, donors, staff and in particular is responsible for providing operational support to the National Programs Director to ensure efficiency of operations.

For further information on the role, please refer to the Position Description at the end of this document.

### 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 (DFAT) 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 Teams

The National Programs Coordinator is appointed by the ADRA Australia/New Zealand ADCOM and reports to the National Programs Director.

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

- Emergency Management
- Finance/IT
- International Programs
- Open Heart International
- People and Culture
- Supporter Engagement

## Selection Criteria

### Essential

1. Commitment to the purpose of ADRA, and to the achievement of our overall strategy and priorities with demonstration of our ADRA values and desired team culture lived out in all aspects of work practice.
2. 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.
3. A related diploma/degree with at least four plus years' experience in project management and/or related experience in the Not-for-Profit Sector.
4. Demonstrated ability to relate well to people of various backgrounds and ages.
5. Confidence in data management in various software programs with accuracy and confidentiality.
6. Demonstrated ability to work well in a team, facilitate administrative processes and relate well to both professional staff and volunteers of various backgrounds and ages.
7. Demonstrated capacity to support research and advocacy activities and plan effectively.
8. Proven and demonstrated organisational and time management skills.

### Desirable

1. Demonstrated ability to research and make recommendations for programmatic improvement.
2. Ability to organise and facilitate events and conferences.
3. Proven ability to contribute to the continuous improvement of processes and procedures that are fit-for-purpose, customer-focused and compliance with overarching protocols.
4. Ability to be agile, flexible and adaptable to change in a customer focused environment.

## Key Competencies

- **Working with People**  
Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight.
- **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.

- **Learning and Researching**  
Rapidly learns new tasks and quickly commits information to memory; Gathers comprehensive information to support decision making; Demonstrates a rapid understanding of newly presented information; Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and Individual feedback); Manages knowledge (collects, catalogues, and disseminates knowledge of use to the organisation).
- **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 catalogues, and disseminates knowledge of use to the organisation.
- **Coping with Pressure & Setbacks**  
Works productively in a pressurised environment; Keeps emotions under control during difficult situations; Balances the demands of a work life and a personal life; Maintains a positive outlook at work; Handles criticism well and learns from it.

## 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 a foreign police check, and disclosing any charges and spent convictions may be accepted.
- Applicants will be requested to disclose whether or not 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 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 letter and resume - along with the names of three work related referees to: [HR@adra.org.au](mailto:HR@adra.org.au)

If you have questions or need further information, please contact: Gianina Badea, ADRA Australia and New Zealand, Phone +61 2 9473 9525 or email : [HR@adra.org.au](mailto:HR@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 and to close applications early.***

*See Job Description following.*



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

Position Title:	National Programs Coordinator
Department:	National Programs
Reports To:	Director of National Programs
Team Supervision:	None

Full / Part Time:	Full Time
Revised Date:	November 2021

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

The Programs Coordinator is responsible for supporting the strengthening of the ADRA Australia (AU) and ADRA New Zealand (NZ) National Programs Department as directed by the National Programs Director. The main areas of coordination are Community Centre Support, Volunteer Management, School Programs and Grant Writing Support. Initially, the focus of responsibility will be in Australia, but then envisaged to be extended to New Zealand.

**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 related diploma/degree with at least 4 years+ experience in project management and/or related experience in the Not-for-Profit Sector. Demonstrated ability to relate well to people of various backgrounds and ages, conduct research and effective planning, as well as confidence in data management using various software programs.

**ADRA Competency Framework:** 2.1 Working with People, 3.1 Relating & Networking, 5.1 Learning & Researching, 6.1 Planning & Organising, 7.2 Coping with Pressure & Setbacks

**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 / KPI's How job performance will be measured
<b>COMMUNITY CENTRE SUPPORT</b>	<ul style="list-style-type: none"> <li>Regular (weekly) engagements with all Community Centres (CCs) and identified major projects</li> <li>Provide support to the management teams at the CCs which includes (but is not limited to) strengthening systems, supporting to achieve the strategic plan, identifying and pursuing funding opportunities, monitoring and evaluation, liaising with ADRA's HR team on behalf of the CCs and ensuring that managers and treasurers have appropriate training.</li> <li>Provide support and training for managers and users of the Redicase Client Management System</li> <li>Support CCs in monitoring that Finance, WHS and other ADRA policies and the National Programs Operations Manual are being followed by CCs.</li> <li>Invitee on all CC Local Management Committees (LMC's) as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>CC Managers feel supported and see the value provided</li> <li>Each CC has a Local Management Committee appointed and meeting regularly</li> <li>Each CC is using Redicase Client Management System where appropriate.</li> <li>Number of grant proposals submitted</li> <li>CCs are following ADRA Policies and procedures. In situations where CCs are not compliant, a plan is in place demonstrating a timeframe of how and when this will be achieved.</li> <li>All CC LMC Meetings are attended where possible.</li> <li>All CC volunteers and Activity information is up to date and maintained on Salesforce</li> </ul>

<b>VOLUNTEER MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• In consultation with ADRA's People &amp; Culture team, coordinate the establishment of a volunteer management system that includes the recruitment, screening, training, engagement and care for ADRA volunteers in the National Programs.</li> <li>• Roll out the Volunteer Management System across the ADRA National Programs.</li> <li>• Support the strengthening of ADRA's volunteer management systems</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer Management System is researched designed, rolled out and maintained</li> <li>• Conference ADRA Directors (CADs) and Regional Managers (RMs) are satisfied with the Volunteer Management System and are trained appropriately.</li> <li>• ADRA has access to accurate information on volunteers across Australia through Salesforce and surveys.</li> </ul>
<b>ADRA SCHOOLS PROGRAM</b>	<ul style="list-style-type: none"> <li>• Conduct research into current programs available in Australia and NZ (lifestyle/mentorship/etc...)</li> <li>• Coordinate the design of chosen School Program</li> <li>• Roll out Pilot School Program with selected schools and monitor progress</li> <li>• Refine and roll out ADRA Schools Program across Australia.</li> <li>• Conduct Monitoring and Evaluation of ADRA Schools Program</li> </ul>	<ul style="list-style-type: none"> <li>• School Program research document completed, with recommendations by March 2022</li> <li>• Design Document Completed by June 2022</li> <li>• Pilot Program Started by August 2022.</li> <li>• Contacts/clients are happy with level of support from ADRA.</li> <li>• School Program rolled out nation-wide.</li> <li>• Monitoring report submitted annually</li> </ul>
<b>GRANT WRITING SUPPORT</b>	<ul style="list-style-type: none"> <li>• Provide support for grant writing for major grants across National Programs</li> <li>• Monitor The Grants Hub subscription and send out relevant grant opportunities to Conference ADRA Directors (CADs) and Regional Managers (RMs)</li> <li>• Facilitate the receiving, processing and tracking of successful grant funding.</li> </ul>	<ul style="list-style-type: none"> <li>• CADs/RMs are sent links to grant opportunities on a monthly basis</li> <li>• Number of grant proposals submitted</li> <li>• Support provided for grant writing for all major proposals</li> <li>• Grant Records Maintained (Letters of Success/Transfer requests/completion reports etc...)</li> </ul>
<b>OTHER DUTIES AS ASSIGNED BY NATIONAL PROGRAMS DIRECTOR</b>	<ul style="list-style-type: none"> <li>• Support CADs/RMs with Annual Reporting</li> <li>• National Programs Data collection and analysis</li> <li>• Support in best practice being followed across the National Programs</li> <li>• Other duties as assigned by National Programs Director as needed/applicable.</li> </ul>	<ul style="list-style-type: none"> <li>• CADs/RMs feel supported during Annual Reporting time</li> <li>• Best practice is encouraged in all communications and interactions with NP staff and volunteers</li> </ul>

Employee Signature:		Supervisor(s) Signature(s):		Date:    /    /
Print Employee Name:		Print Supervisor Name:		