



Share an opportunity today!

Baptist World Aid Australia

Position Description

Job Title:	Programs Manager
Department/Section:	Programs
Purpose:	The Programs Manager is responsible for the daily management and supervision of Project Officers, implementation of Baptist World Aid Australia's Development Framework, and internal representation of the Programs Section.
Reports to:	Director of Programs
Supervises:	Project Officers
Effective Full Time Hours per Week:	35
Remuneration Level:	According to skills and experience. All employment packages include reportable fringe benefits (NCB) of up to \$16,050 per annum.
Location:	Baptist World Aid Australia's Headquarters, Forestville NSW

Main Activities

- Manages the recruitment, appointment, induction and supervision of Project Officers, and conducts their annual performance appraisals. Develops and facilitates training weeks and SRMs for the Programs Section, and identifies opportunities for professional development for Project Officers.
- Establishes the overall Annual Projects Programs budgetary requirements and sets priorities in conjunction with the Director of Programs.
- Communicates, monitors, and reviews budgets and expenditure within the Programs section according to the strategic priorities established by the Director of Programs.
- Directs Annual Project Programs schedule and reviews projects for approval for alignment with the Development Framework, project proposals submitted by Project Officers.
- Ensures all reporting accounts for each project's progress and expenditure, and is entered into the Baptist World Aid Australia Projects information management system, while working with IT to generate relevant reporting from the system.
- Authorises travel schedules of Project Officers and communicates these schedules to other Baptist World Aid Australia sections.
- Visits and assesses overseas programs monitored by the Project Officers to gain an understanding of issues and provide guidance as necessary.
- Designs, reviews and implements organisational policy, procedures, tools and resources as they relate to Programs issues and maintains these in Baptist World Aid Australia's Operations Manual.
- Supports the Project Officers in the assessment and building of the strategic

planning, management and governance capacity of Baptist World Aid Australia's overseas partners (using such tools as CAT).

- Ensures Project Officers participate in key stakeholder relationships such as ACFID, AusAID and other NGO networks as directed by the Director of Programs.
- Organises and facilitates weekly Programs Section staff meetings.
- Represents the Programs Section regarding internal matters, communicating and negotiating issues and concerns with other sections within Baptist World Aid Australia and on organisational cross-cutting issues.

Secondary Activities

- Acts for the Director of Programs during absences.
- Any other duties as directed by the Director of Programs.

Contacts, Networks, Relationships

Internal

- National Director
- Director of Programs
- Project Officers
- Other Baptist World Aid Australia sections

External

- Overseas Partners
- AusAID
- ACFID

Selection Criteria:

Essential Knowledge, Skills, Experience and Work Commitments

Professional Skills, Competencies, Experience

Essential

- Relevant tertiary qualifications: undergraduate degree in International development, Sociology, Anthropology, Human Geography or related disciplines
- Overseas development experience
- Program and team management experience
- Experience with church-based aid and development
- Ability to travel overseas for 2-3 weeks at a time
- Ability to guide Project Officers to work in synergy with church donors and supporting partners and Baptist World Aid Australia's overseas partners as posited by the organisational Mandate and its Development Framework
- Ability to understand, engage with and support the Biblical theology that informs Baptist World Aid Australia's development approach
- Able to take part in prayer sessions, church services and bible studies when visiting with overseas partners and Australian churches
- Willingness to continue to pursue training in International Development
- Basic knowledge of Microsoft applications, including Word and PowerPoint
- Supportive of Baptist World Aid Australia's Mission, Vision, Values and Mandate

Desirable

- Post graduate education in International Development
- Experience in managing development programs overseas
- Experience working with a Child Centred Community Development approach
- Experience in developing and managing programs budgets

Personal Attributes

- Attention to detail, ability to operate independently and work in a collegial environment within the Programs Section, and to develop good collegial relationships with other Baptist World Aid Australia staff and management

General Notes**Continuous Improvement and Best Practice:**

As an employee of Baptist World Aid Australia, which has a core value of “committed to excellence and quality by being a creative and learning organisation”, you will have opportunity to participate in any continuous improvement exercises and to seek best practice in fulfilling your role.

You will also have the opportunity to contribute to the ongoing development and improvement of BWAA policies and practices.

Occupational Health and Safety and Equal Employment Opportunity:

It is your responsibility to take reasonable care for the health and safety of all people within the workplace and for all people who may be affected by your acts or omissions.

You shall also cooperate in implementing OH&S legislation and standards.

You are also accountable and responsible for complying with all Baptist World Aid Australia policies and procedures designed to eliminate discrimination in the workplace.

Child Safe Organisation:

Baptist World Aid Australia is a child safe organisation and all employees are required to read and understand our child protection policy, and in addition, sign and abide by our child safe code of code.

All employees are required to provide a police clearance certificate.

How to Apply:

Applicants must address all the Selection Criteria and demonstrate their capacity to fulfil the Main Activities of this position.

Applications should be sent to:

Sian Jeffries, PA to the Executive Team

Baptist World Aid Australia

Locked Bag 122, Frenchs Forest NSW 2086

Or email to :

Sian.Jeffries@baptistworldaid.org.au