

Position Description



The Salvation Army Vision

Wherever there is hardship or injustice, Salvos will live, love and fight alongside others to transform Australia one life at a time with the love of Jesus.

Position Title	International Development Project Coordinator	Date Approved	February 2019
Reports To	Projects Manager	Department & Location	SAID Department
Employment Term	Full time, Fixed term		

Position Purpose	The International Development Project Coordinator is responsible for developing and coordinating community development projects in assigned overseas territories and contributing to the strategic direction of SAID including, but not limited to the Church Partnership Program. They are accountable for delivering on project outcomes, and complying with policy and funding requirements,
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Key Accountability Areas		Key Responsibilities	Success Criteria
1	Project Coordination	<ul style="list-style-type: none">Coordinate community development projects, including the Church Partnership Program, throughout the entire project cycle.Support partners to develop project proposalsSupport partners during project implementation to ensure the project is implemented as outlined in the approved proposalMonitor the implementation of projects through regular communication and monitoring visits	<ul style="list-style-type: none">Partners are well supported in the design, implementation, monitoring and evaluation phasesProject proposals reflect best practice design and align with SAID's Strategic Action Plan and Theory of ChangeProjects are effectively planned and coordinated, with programmatic risks mitigatedReporting is of a high standard and reflects the objective and mission of SAID.

Key Accountability Areas		Key Responsibilities	Success Criteria
		<p>appropriate to the size of the project and project risks, and write detailed trip reports.</p> <ul style="list-style-type: none"> • Work with partners to ensure high quality financial and narrative reporting in line with project schedule. • Conduct project evaluations in line with SAID policy • Close projects following their completion, in line with SAID procedure, and finalise all necessary documentation and reports. • Provide partners with technical support • Undertake research as directed by the Projects Manager • Projects identified as Mission Support, Evangelical or Welfare are transferred to the Mission Support Manager, in consultation with the Projects Manager. • Other tasks as directed by the Projects Manager 	<ul style="list-style-type: none"> • SAID policies, procedures and funding agreements are complied with. • Regularly communicates with partners • Build professional culturally sensitive relationships and establish close rapport with internal and external stakeholders, in particular in-country project officers. • Key responsibilities carried out with minimal supervision and in a timely manner • Key project risks escalated to the Projects Manager
2	Church Partnership Program (CPP)	<ul style="list-style-type: none"> • Coordinate the Church Partnership Program, including supporting the design of the Project Activity Plan • Attend weekly CPP board meetings • Actively participate in multi-stakeholder meetings, including the Forum, interagency meetings, relevant seminars and workshops. • Actively participate in joint initiatives with other CPP supporting agencies 	<ul style="list-style-type: none"> • Evidence of strong relationships being built and maintained with key stakeholders, including PNG Territory leadership, the PNG CPP Coordinator and CPP partner organisations. • Regular and effective communication maintained with PNG CPP Coordinator and other relevant stakeholders in PNG Territory. • Ensure CPP complies with funding agreement • Effectively represents SAID at multi-stakeholder meetings and forums, including partner organisations, government and contracting agencies. • Escalates issues to Projects Manager in a timely manner as appropriate. • Action requests from DFAT, Abt, and other stakeholders to a high quality and in a timely manner, in consultation with the Compliance and Partnership Manager, and Project Manager
3	Governance	<ul style="list-style-type: none"> • Ensure that are followedImplement the SAID Strategic Action Plan, policies, procedures and tools. • Provide high quality, well considered recommendations to the SAID Council, Projects Performance Committee (PPC) and Finance and Risk 	<ul style="list-style-type: none"> • Familiar with and complies with the ACFID Code of Conduct • Provides appropriate feedback and assists the Projects Manager in the development of Harmonised documents. • Consistently implements SAID Strategic Action Plan, policies and procedures. •

Key Accountability Areas		Key Responsibilities	Success Criteria
		Committee (FRC) regarding community development projects.	
4	Capacity Building	<ul style="list-style-type: none"> Assist in the training and development of partner territory staff to contribute to strengthening and building the capacity of the partner territory. Assess partner capacity on an ongoing basis and provide reports to the Projects Manager. Develop training resources as directed by the Projects Manager. Develop, design and facilitate capacity building activities to achieve the Capacity Building Schedule. 	<ul style="list-style-type: none"> Efficiently and effectively builds partner capacity by working collaboratively with the partner territory's staff and other SAID staff.
5	Networking and Partnerships	<ul style="list-style-type: none"> Develop relationships and network with other stakeholders in the international development sector Represent TSA at relevant forums, meetings or workshops both locally and internationally 	<ul style="list-style-type: none"> Evidence of improved linkages between TSA and external stakeholders. Identify and maintain meaningful connections and partnerships within the international development sector. Provide relevant and detailed feedback from meetings or workshops to the SAID team.

SELECTION CRITERIA	
Values	<ul style="list-style-type: none"> Understand and be committed to the mission and values of The Salvation Army, and support the International Development Mission, Vision and Values A willingness to be identified as a Salvation Army employee/SAID Team member, to wear TSA insignia and to participate in Salvation Army activities.
Required experience	<ul style="list-style-type: none"> Minimum 3 years experience working in International Development Understanding of international development issues including gender, disability, environment education and child protection Ability to work in synergy with a variety of stakeholders, including DFAT, Church Agency Network organisations and implementing partners. Excellent cross-cultural communication and negotiation skills Knowledge of Microsoft applications, including Word, Excel and PowerPoint.
Qualifications & Mandatory Requirements (eg. Police Checks)	<ul style="list-style-type: none"> Relevant tertiary qualifications: undergraduate degree in International Development or related discipline. Working with Children Check Mandatory National Police Check Compliance with Child Protection policy of The Salvation Army and attend TSA Keeping Children Safe training. Willingness to commit to a minimum of 60 days travelling as part of role, whether overseas, intra-state or inter-state.

SELECTION CRITERIA		
Capabilities	Act Ethically and with Integrity	<ul style="list-style-type: none"> • Sets an example for others to follow and identify and explain ethical issues • Represents TSA in an honest, ethical and professional way and encourage others to do so
	Communcate Effectively	<ul style="list-style-type: none"> • Tailors communication to the audience • Clearly explains complex concepts and arguments to create shared understanding with individuals and groups • Creates opportunities for others to contribute to discussion and debate
	Work Collaboratively	<ul style="list-style-type: none"> • Models and promotes teamwork and encourages a culture of recognising the value of collaboration • Builds culture of consultation and works proactively to overcome barriers to collaboration • Fosters productive working relationships and team well-being • Encourages and cooperates with others to achieve common goals
	Align with TSA's Strategic Direction	<ul style="list-style-type: none"> ▪ Supports the achievement of team goals that align with strategic objectives ▪ Utilises understanding of TSA strategic direction and focus
	Spiritually Respectful	<ul style="list-style-type: none"> ▪ Alert to and respectful of spiritual beliefs and practices of others ▪ Respects TSA's spiritual identity and activities

THE SALVATION ARMY MISSION & VALUES

The Salvation Army is a Christian movement dedicated to **sharing the love of Jesus**.

We share the love of Jesus by:

- Caring for people
- Creating faith pathways
- Building healthy communities
- Working for justice

Recognising that God is already at work in the world, we value:

- Integrity
- Compassion
- Respect
- Diversity
- Collaboration

We commit ourselves in prayer and practice to this land of Australia and its people, seeking reconciliation, unity and equity.

Signatures:			
	Employee Name	Signature	Date
	Manager Name	Signature	Date