ADRA Australia and New Zealand
Director of International Programs

Commitment: Full-time
Location: Wahroonga, Sydney
Applications Close: 8 February 2021

About the role

ADRA Australia and New Zealand is seeking a qualified and experienced International Development professional to join our senior management team.

The Director of International Programs (IP) is responsible for the oversight of the international program operations of ADRA Australia and New Zealand, with particular attention to people leadership, strategy, program development and implementation, and capacity strengthening of partner country offices.

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 enthusiasm, collaboration, and teamwork.

The Director of International Programs leads the International Programs team out of the ADRA Australia office in Wahroonga, Sydney, and regularly travels to Auckland and Wellington in New Zealand. The work of the International Programs team includes partnerships with a number of partner 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 and challenging role.

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 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.
*C*ourageous - persevering through challenging situations.
Compassionate – empathising with the communities we work with and with each other.

About the International Programs Team
The Director of International Programs (IP) is appointed by the ADRA Australia/New Zealand Board, and report to the CEO of the ADRA AU/NZ Alliance. The Director of IP leads a team of professionals in Australia and New Zealand and works very closely DFAT, MFAT, ACFID and CID.

The International Programs team works collaboratively with the following ADRA Australia and New Zealand units:
- People & Culture
- Emergency Management
- Finance
- National Programs
- Marketing
- Open Heart International

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 five to seven years' experience in a similar role with proven leadership and people and culture expertise and demonstrated ability in fostering a positive team culture.
4. Demonstrated strategic, program management and program development including grant writing skills.
5. Demonstrated cross-cultural expertise after working and living in international settings for at least four years.
6. Demonstrated church, donor, and government relationship building and networking skills.
7. A passion for social justice and sustainable development with a coherent understanding of the causes and mechanisms which create injustice and poverty.
8. The ability to work and effectively communicate with a diverse team of professionals across the organisation including national programs, emergency management, marketing, people and culture, and finance experts as well as Union and Conference ministry leaders.
9. A desire to promote ADRA's ministry personally and corporately to the Seventh-day Adventist Church constituency and leadership.
10. Experience working in cross-cultural settings.
11. Ability to travel to Australia/New Zealand, Pacific, Asian and African Countries.

Desirable
1. Design, monitoring, and evaluation expertise
2. Humanitarian expertise
3. Finance management expertise
4. Human resource 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

- 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 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, New Zealand or overseas. This is included in the Job Application Form.

How to Apply

To apply, candidates should succinctly address each selection criteria, the desirable criteria (if applicable), in their application letter providing examples of past experiences and qualifications. Forward your application letter and resume by **8 February 2020** - along with the names of three work related referees to: alisonyoung@adra.org.au

If you have questions or need further information, please contact: Alison Young, ADRA Australia and New Zealand, Phone +61 2 9473 9503 or email alisonyoung@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 below.

Position Title:	ADRA Australia/New Zealand International Programs Director	Full / Part Time:	Full Time
Department:	International Programs	Revised Date:	January 2021
Reports To:	ADRA AU/NZ CEO		
Team Supervision:	ADRA AU/NZ International Programs Unit		

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 and ADRA New Zealand, drives IP strategy, develops in-house and partner country office IP staff capacity, and ensures IP best practice is implemented and efficiently measured.

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

ADRA Australia/New Zealand 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 direct 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, PLANNING & RISK MANAGEMENT	• Lead the development, execution, and maintenance of the International Programs (IP) arena strategy within ADRA AU/NZ's strategy, and alignment with ADRA South Pacific (SP) and ADRA International. • Develop an annual ADRA AU/NZ IP plan with specific objectives, measures, and responsibilities to deliver the IP strategy.	• 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 quarterly reviewed with EXCOM and IP team members. • Monthly engagements with ADRA regional program directors, SPD programs hub, and ADRA International Program Technical Learning Lab (TLL).

	• Contribute with strategic IP advice to the ADRA Regional Program Directors, SPD programs hub, and ADRA International's Program Technical Learning Lab (TLL). • 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.	• IP risk matrix is developed, regularly monitored, and reviewed by International PROCOM every six months.
LEADERSHIP	• Build strong relationships with partner country office leaders, and local Church leaders. • Guide and support IP team members (AU/NZ) to successfully carry out their responsibilities and meet program expectations and requirements. • Chair the International PROCOM meetings to ensure adequate project approvals, IP program growth and continuous improvement take place. • Establish/strengthen partnerships with Adventist entities, other-faith-based NGOs, DFAT, MFAT, and UN to be relationships that enhance ADRA/Adventist IP capability. • In collaboration with CEO and GM NZ, represent ADRA in IP external fora (e.g., DFAT/MFAT, CID/ACFID) and create opportunities for other IP team members to participate and contribute in such gatherings.	• Strong relationships are developed with partner country office and local Church leaders through regular communication and monitoring visits. • All ADRA IP team members (AU/NZ) are adequately supported to implement IP program objectives and activities within expected timeframes and budgets and complying with policies and processes. • All ADRA IP team members are constructively engaged in International PROCOM and demonstrate commitment towards IP program growth, learning, and collaboration with partners. • At least TWO new partnerships are established with Adventist entities, other faith-based, philanthropic, or government entities every year. • ADRA AU/NZ are 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.
INTERNATIONAL PROGRAMMING: **Australia & New Zealand**	• Lead an expansion of the AU/NZ program in the Pacific while maintaining relevant partnerships with least development countries (LDCs) and strategic partners in Asia and Africa. • Lead the development and submission of MFAT/DFAT/Other grant proposals. • Lead the development and implementation of a Values-based approach across the program portfolio. • Mentor and guide IP team members to strengthen relationships with partner country offices and project teams through a capacity sharing approach. • Guide and support IP team members to successfully achieve their program management roles and excel in performance expectations. • In collaboration with IP staff, manage and annually update the IP program cycle management system (manuals, processes, logalto), ensuring adequate program implementation, monitoring, learning and evaluation across the AU/NZ unit.	• At least 40% of the IP Portfolio is in the Pacific within 3 years. • At least 2 grant program (non-ANCP) proposals submitted every year and 1 approved. • Value-based approach is contextually and adequately mainstreamed across the program portfolio. • Annual Partnership Assessment demonstrate high levels of satisfaction by partners of IP team members' support and contribution. • IP team members successfully meet project objectives and exceed performance requirements demonstrated in GROW sessions and performance appraisals. • The IP Program Management Cycle processes are annually updated and exceeding industry standards and donor requirements.

	• Lead the implementation of thematic evaluations to determine program impact and learning, and then dissemination through the NGO sector and the ADRA network. • Lead the IP contribution towards the DFAT/MFAT, ACFID/CID, and ADRA AAL accreditation processes ensuring policies, procedures, are implemented, followed up, and regularly reviewed meeting and exceeding requirements.	• IP thematic evaluations are conducted every two years to determine program impact and learning, and then disseminated through the NGO sector and the ADRA network. • The IP sections of DFAT/MFAT, ACFID/CID, ADRA ALL accreditation processes are met and exceeded within required timeframes.
STAFF MANAGEMENT & PROFESSIONAL DEVELOPMENT	• Develop professional development opportunities for ADRA AU/NZ IP staff in consultation with the People & Culture Director. • Facilitate a safe and positive organisational culture within the IP team. • Meet with IP team members collectively and individually. • Undertake professional development opportunities to keep abreast of trends and developments in the sector.	• An IP professional development program is implemented in collaboration with the People & Culture Director giving individual staff members opportunities for learning and growth. • Employee engagement mechanisms are implemented (in consultation with the People & Culture Director) to strengthen team culture and satisfaction. • Weekly IP team meetings are held, and fortnightly for 1 on 1 sessions to coordinate functions, develop cohesiveness and relationships. • At least 2 professional international development opportunities are attended annually.

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