

Position Description



POSITION TITLE	Coordinator – International Programs
REPORTS TO	Head of Program Operations
DIRECT REPORTS	N/A
CREATED	24 March 2023

ORGANISATION OVERVIEW

Interplast Australia & New Zealand (Interplast) was founded in 1983 and is a not-for-profit development organisation, which provides volunteer plastic and reconstructive services, alongside health capacity building activities in developing countries in the Asia Pacific region.

Interplast works to improve the lives of people living with a disability as a result of congenital and acquired medical conditions such as cleft lip and palate or burn scar contractures. Volunteer plastic and reconstructive surgeons, anaesthetists, nurses, and allied health professionals provide medical treatment for those who would otherwise not have access to these services. Interplast works closely with local organisations to build their capacity to deliver surgical and other related health care interventions.

Interplast is a member of the Australian Council for International Development (ACFID) a proud signatory to the ACFID Code of Conduct and is an accredited non-government organisation with the Australian Department of Foreign Affairs and Trade (DFAT).

POSITION SUMMARY

The Coordinator – International Programs is responsible for the planning, coordination, implementation and monitoring and evaluation of Interplast programs, projects and activities in a specific portfolio of countries across the Asia Pacific region. A significant part of this role will be focused on the administrative and logistics delivery of activities.

Primarily, this role is responsible for the operational delivery of Interplast’s programming cycle in line with strategic objectives and theory of change. This includes, but is not limited to:

- Program and partnership coordination
- Monitoring and evaluation
- Financial management and reporting
- Communications, relationships and network building
- Systems and processes
- Compliance and regulatory affairs.

KEY RESPONSIBILITIES (NB: This list is not exhaustive, rather a guide to responsibilities)

Program & partnership coordination

- Work with Interplast Country Coordinators, other key volunteers and in-country program partners to develop individual program plans detailing service and training priorities, activities, and budgets
 - Coordinate and implement relevant country programs, ensuring Interplast’s contractual and accountability requirements are met
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	<ul style="list-style-type: none"> ▪ Foster and maintain strong, mutually beneficial and respectful relationships with all program partners including, international partners, volunteers and other key stakeholders ▪ Assist with development and ongoing maintenance of partnership agreements, and related partnership appraisal with country program partners ▪ Support the design and implementation of relevant partner capacity building initiatives, quality learning and information sharing ▪ Support with the identification of appropriate funding where there is an identified need
<p>Monitoring & evaluation</p>	<ul style="list-style-type: none"> ▪ Undertake routine program monitoring visits, participate in program evaluations, and, where required oversee third-party evaluations ▪ Coordinate program monitoring, evaluation and learning processes, including data capture, quality control of information management, training and support, and impact reporting ▪ Oversee reporting requirements, ensuring accuracy, relevance, and timeliness, for internal and external stakeholders including donors, trusts and foundations, and DFAT ▪ Write regular project reports as per donor and Interplast requirements ▪ Foster a culture of continuous improvement, learning and feedback ensuring that learnings are integrated into programs and good practice is identified and shared
<p>Financial management & reporting</p>	<ul style="list-style-type: none"> ▪ Work with Head of Program Operations and finance team to develop and maintain an annual country program budget to monitor the allocation of donor income against budgets for Interplast activities ▪ Conduct regular reviews of program budgets and income allocations and prepare brief for required approvals ▪ Apply due diligence with partners to test and check for financial management good practices and risks of fraud ▪ Provide input into the organisational performance reports, as required ▪ Prepare timely, accurate and engaging donor reports within agreed timeframes as required
<p>Communications, relationships and network building</p>	<ul style="list-style-type: none"> ▪ Work closely with team to identify, source and share stories and learning from programs that deepen engagement ▪ Document and share stories and lessons learned through the programs to contribute to future program development ▪ Participate in working groups, conferences and communities of practice ▪ Connect and collaborate with other NGOs and relevant entities

Systems & processes	<ul style="list-style-type: none"> ▪ Identify relevant systems, processes and training opportunities to improve program management, stakeholder communications and effectiveness ▪ Maintain all Interplast program documentation to the highest quality standard
Logistics & administration	<ul style="list-style-type: none"> ▪ Liaise with team leaders, team members and local counterparts throughout the program cycle ▪ Arrange travel logistics, including visas and other required documentation for mobilisations ▪ Work with Interplast Travel Agent and others to support program visits and learning processes ▪ Provide secretariat support to a relevant committee and/or working group, as required by Interplast management team
Compliance & regulatory affairs	<ul style="list-style-type: none"> ▪ Ensure all Interplast programs within the assigned portfolio adheres to all legislative, regulatory and compliance requirements in Australia and overseas ▪ Remain up to date with best practice and contemporary thinking on international development and the implications for Interplast and our in-country partners ▪ Contribute to the identification of programmatic risks and identification of mitigation strategies
Other Duties	<ul style="list-style-type: none"> ▪ Other duties as required by the Director – International Programs and/or the Chief Executive Officer

KEY PERFORMANCE INDICATORS

In conjunction with the Head of Program Operations, the Coordinator – International Programs will develop an annual performance plan that clearly articulates agreed key performance indicators and success measures.

Although not exhaustive, performance will be judged by:

- Effective and efficient delivery of international programs
- Timeliness and responsiveness to stakeholders, including volunteers, partners and donors
- Quality of program delivery and alignment to Interplast strategic objectives
- Contribution to broader Interplast deliverables and project-specific outcomes

ROLE REQUIREMENTS

Skills	<ul style="list-style-type: none">▪ Ability to work independently and in a small team environment▪ Proven administrative, record management and budgeting skills▪ Ability to network, communicate cross-culturally and manage relationships diplomatically with people from a range of backgrounds▪ High level written and verbal communication skills▪ Demonstrated ability to undertake program design, implementation (including a significant amount of logistical support) and evaluation▪ Conceptual, analytical and problem-solving skills▪ Initiative, flexibility and demonstrated drive to achieve results
Experience	<ul style="list-style-type: none">▪ Experience in overseas development and an understanding of DFAT systems and procedures are highly desirable▪ At least 2 years' experience relevant to the position
Knowledge & Qualifications	<ul style="list-style-type: none">▪ Tertiary qualifications in international development, international health or related field

EMPLOYMENT TERMS & CONDITIONS

HOURS	Full-time (1.0 FTE)
TENURE	Permanent position, subject to probation, subject to budget and successful completion of agreed key performance indicators
SALARY	To be negotiated with the successful candidate
LOCATION	Melbourne, Victoria. Interplast offers hybrid working options so regular work from home arrangements are available (3 days in office / 2 days from home being the preference) Some regional, interstate, and overseas travel will be required
ADDITIONAL INFORMATION	Full entitlements and employment conditions will be set out in the Interplast Employment Contract and Interplast Human Resources Manual