



POSITION TITLE: Program Coordinator
DEPARTMENT: Program Impact (PI)
DATE: January 2025
REPORTS TO: Head International Programs
FTE: Full-Time (1)
LOCATION: Richmond, Melbourne (Hybrid)

CBM AUSTRALIA

CBM Australia is Christian international development organisation with a focus on disability. We have more than 115 years' experience developing proven community-based programs that help millions of people with disabilities benefit from real and lasting change. We work alongside people with disabilities living in the world's poorest places to fight poverty and exclusion and transform lives.

ORGANISATIONAL VISION

An inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

ORGANISATIONAL MISSION

CBM is fighting to end the cycle of poverty and disability.

GROUP/DEPARTMENTAL OBJECTIVE

The CBM Australia Program Impact department partners with the disability movement, organisations of persons with disability (OPDs) and other key external partners to influence, develop and support the delivery of high-quality, transformational programs and advice, delivering lasting change to people with disabilities across the globe.

Through our five functional teams (International Programs, Pacific Impact, the Inclusion Advisory Group, Effectiveness and Operations), the Program Impact department generates and applies evidence and learning to inform our advice, strengthen program practice and extend sector thought leadership. The department works collaboratively across CBMA and CBM Global to amplify the reach and impact of our work via our three "vehicles of change" – field programs, advocacy and advisory.

As well as being part of CBM Australia's Program Impact Department, the Inclusion Advisory Group team is also part of the broader Inclusion Advisory Group network across CBM Global.

TRAVEL/ INTERNATIONAL ENGAGEMENT

International and/or interstate travel is a requirement of the position up to 8 weeks per annum. This includes travel in challenging conditions to portfolio countries. It is a condition of employment that all staff abide by CBMA travel and safety and security policies and procedures as well as in-country safety and security protocols required to travel to the location. This may include country specific vaccination requirements.

Given the nature of CBM's Global Federation, there will be a need to be available for evening meetings that fit in with European and African time-zones.



SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

CBMA is committed to the protection and safety of all children and vulnerable adults that come into contact with our organisation and programs. All staff are required to understand and comply with CBM Australia's Safeguarding Policy and Prevention of Sexual Exploitation, Abuse and Harassment Policy, Code of Conduct and Safeguarding Behaviour Statement.

- This role requires CBMA representation when visiting the field (internationally and domestic)
- This role has contact with children when visiting the field and requires a current Working with Children Check.

RESPONSIBLE FOR

This Program Coordinator has oversight of a specific portfolio of projects within the program with the following duties:

- Support and coordinate development and humanitarian programming with relevant Country Teams.
- Act as focal person for all work within specific countries, in liaison with manager and other relevant colleagues.
- Manage relationships with CBM Global stakeholders to support partner capacity strengthening, program development and implementation.
- Assist in collating reports and stories of change.
- Accompany, review, and evaluate field work.
- Contribute to program learning, knowledge sharing and exchange of experiences with partner organisations in portfolio countries.

REPORTS TO

The Head of International Development.

SUPERVISES

N/A

MAIN ACTIVITIES

1. Program oversight, development & funding opportunities

- In collaboration with manager, lead CBMA engagement with COs/partner organisations in development of project designs and overall portfolio
- Together with manager, inform development of CBMA budget allocation for portfolio regions and countries.
- Support project quality with monitoring approaches and risk management
- Oversee quality and frequency of program reports (financial, narrative) and lead on annual reports and plans to major and government donors.
- In conjunction with grants manager, ensure relevant agreements and contracts related to program portfolio are in place.
- Respond to relevant financial management processes in a timely fashion.

2. Program learning and evidence

- Together with input from Quality Senior Advisor, lead and manage CBMA's contribution to project and program evaluation within portfolio.
- Contribute to expertise in relevant sectoral area (e.g., disability inclusive development, gender & child safeguarding).



- Identify and drive learning approaches including producing and disseminating relevant documentation.
- Contribute to departmental and sector learning events.

3. CBM Country Office and partner capacity strengthening

- Build effective professional relationships with Country Office staff (visits, regular chat/Teams, emails).
- Manage peer relationships with CBM member associations in shared country programs.
- Participate in or lead inputs including design, review and reflection workshops.
- Influence CBM and partner quality approaches.

4. Alignment of country strategy with national organisational priorities and CBMA interests

- Contribute to development & ongoing engagement with country strategies in line with CBMA Strategy and CBM Global Disability Inclusion Strategies

5. Liaison, communication, and storytelling

- Lead on communication & story telling about the program portfolio to internal audiences.
- Lead on project portfolio data and stories for CBM External Advisory, Communications, Advocacy & Fundraising.
- Represent CBM as required in sector and public meetings.
- Contribute to sector working groups or initiatives as required.

KEY AREAS OF RESPONSIBILITY

- Program oversight, development, and funding opportunities
- Learning and evidence within portfolio
- CBM Country Office and partner capacity strengthening.
- Alignment of country strategy with national organisational priorities and CBMA interests
- Communicating the program including through storytelling within CBM Australia and externally.

SPECIFIC OUTCOMES REQUIRED

In coordination with manager:

- Contribute to the strategy, quality and effectiveness of programs and the ongoing development of CBMA's program work.
- Contribute effective and creative communication about the program internally and externally to varied audiences.
- Responsible for program monitoring and evaluation yielding learning outcomes.
- Contribute to Country Office and partner capacity strengthening.
- Support internal business processes, standards and policies.
- Manage relationships with relevant Country Office staff, partner organisations and with program portfolio peers in CBM Member Associations.
- Participate in and represent CBM in relevant internal and external forums.



KEY SKILLS/QUALITIES

- Current knowledge and minimum 5 years' experience of international development, understanding of the Australian aid sector.
- Ability to research information, apply lateral thinking, identify, and promote program innovation.
- Writing and presentation skills for varied audiences.
- Project design, monitoring and evaluation.
- Effective and mature relationship management, interpersonal skills, and building of cross-cultural professional relationships.
- Financial administration and budgeting skills.
- Strategic thinking
- Strong time management skills.
- Self-motivated, with the ability to work independently.
- Advanced skills in computer use of Excel, Word, email, and database management.
- Able to travel in challenging conditions to portfolio countries (up to 10 weeks per annum)
- Experience with Pacific, Asia or Africa programming (desirable)
- Ability to speak and write relevant languages (desirable)
- Enthusiasm for the mission of CBM Australia and alignment/comfort with being part of a faith-based organisation.

INTERNAL CONTACTS

All CBM staff

EXTERNAL CONTACTS

- CBM Global Disability Inclusion
- CBMG Member Teams
- CBM Global Country Office Team
- CBM Global Partner Office Team
- Donors and other stakeholders