

Position Title:	Head of International Programs
Reports To:	CEO
Department:	International Programs
New/Existing:	Existing
Position Type	Full time
Location	Box Hill, VIC with flexibility and hybrid options
Travel Requirements:	International, Inter and Intra-state travel may be required several times per year
Out of hours contact	Requirement to work outside of regular hours to attend online international meetings, meet with supporters or attend networking events and conferences.

The Position

TLMA

The Leprosy Mission Australia is a fully accredited and donor-funded international development organisation that works with the most marginalised communities, especially those affected by leprosy and disability. TLMA is committed to in-country partnerships with local partners and local governments, working through local staff, local boards and their local partners. TLMA is grounded in Christian values and strives for a just world where leprosy is defeated, and lives transformed.

Strategic Purpose

The International Programs department plays a fundamental role in The Leprosy Mission Australia’s (TLMA) strategic mission of breaking the chains of leprosy, empowering people to attain healing, dignity, and life in all its fullness. It aims to:

- Develop and maintain a comprehensive, innovative and strategic suite of projects
- Develop a project management system that is recognised as a leading system within the Leprosy Mission global fellowship (28 countries)
- Be an engaged and contributing team working towards TLMA’s strategic objectives.

Job Purpose

- The Head of International Programs is a member of the Senior Leadership Team (SLT) of The Leprosy Mission Australia, contributing to the delivery of the Board-approved organisational strategy. This role contributes to the overall success of the organisation in fulfilling its mission.
- The Head of International Programs is the lead management role in the International Programs department, responsible for implementing its overseas development program, including the Australian NGO Cooperation Program (ANCP) and other funding streams.
- In partnership with Implementing Countries, they will develop strategies and projects that reflect program quality and compliance within the DFAT Head Agreement, the ACFID Code of Conduct, and other relevant codes, policies and legislative practices and procedures.
- To mentor project leaders (as necessary) in project management and community development systems to ensure the best possible project outcomes and compliance best practice.

- In line with the current organisational strategy, and in consultation with the CEO, seeking and exploring further opportunities for mission and development adjacent to leprosy and our current focus.
- Promote TLMA in Australia in the Christian, sector and wider community, and represent TLMA in Australia, at international meetings and at various events.

Key Responsibilities:

Program Management

- Organise an annual monitoring and evaluation plan for projects funded by TLMA and undertake monitoring activities, including reviews and reports as required.
- Ensure appropriate Project Cycle Management tools, templates and guidance are used in the development and ongoing implementation of projects.
- Oversee the development of monitoring systems, including updating of the Capacity and Effectiveness Framework across the TLMA funded program towards the measurement of achievement against the TLMA Theory of Change.
- Review and manage TLMA's commitment to global safeguarding, including overseeing the process of annual project-specific risk assessments and updating annual program risk management assessments, including evidence for the Board Safeguarding Lead.
- Work in partnership with Implementing Countries to develop strategies and projects that are suitable for DFAT and/or other donor funding towards eradicating the causes and consequences of leprosy, NTDs and disability.
- Mentor project leaders (as necessary) in the relevant project areas of project implementation, policy to practice implementation, monitoring, evaluation and learning, financial management, administration, governance and reporting, to ensure the best possible project outcomes and compliance with best practice.
- Ensure that monitoring and evaluation visits, reports and acquittals for all projects are implemented, stored, accurate and submitted by due dates
- Support a learning culture by ensuring projects undertake baseline studies and evaluations, provide analysis of project impact, share reports with internal and external stakeholders as appropriate, and ensure that learnings are used for continual improvement of projects/programs.
- Communicate with staff in Implementing Countries so that they have an informed understanding of development issues, key policy compliance obligations and government funding criteria.
- Liaise closely with DFAT, other overseas aid organisations and stakeholders to maximise awareness of TLM projects, opportunities for funding and sector developments.
- Ensure that all projects that involve either DFAT or non-DFAT funding comply with the terms and conditions of the partnership and funding agreements with TLMA.
- Monitor and ensure on-going compliance with the DFAT Head Agreement and ACFID's quality standards and codes with regards to project/program effectiveness.
- Oversee the implementation of TLMA's advocacy approach, to maximise the profile and position of TLMA at the national or transnational level in such a way that decision making and influencing individuals/ organisations can directly or indirectly contribute to the TLM vision.
- Keep abreast of developments in leprosy practice and research and how they could be applied to TLMA strategy and activity
- Keep abreast of developments in project cycle management and evaluation practices and discern what could be applied to TLMA activity
- Support scale up and growth of projects where appropriate
- Manage and review potential institutional funding opportunities towards optimising impact for TLMA funded projects.

Finance and Administration

- Maintain good communication with Country Leaders, Project Managers and Finance Officers in the Implementing Countries to ensure accountability and transparency of all projects funded by TLMA.
- In consultation with TLMA partners, oversee the compiling and submission of relevant project information to ANCP/DFAT as part of the Annual Development Plan (ADPlan) and Performance Report submission processes, including project financial acquittal statements.
- Prepare reports for the Board and relevant committees as required.
- Review and update internal policies and procedures to enable TLMA to meet ACFID and DFAT accreditation compliance requirements.
- Ensure that recommendations from the DFAT re-accreditation and audit are implemented, lessons are learned, and that the organisation is optimally placed for continual re-accreditation.
- Ensure that all aspects of TLMA funded project activities comply with the ACFID Code of Conduct and that annual Code self-assessment reports are submitted.
- In close communication with the finance team, oversee preparation of annual Recognised Development Expenditure (RDE) statements for submission to DFAT.
- Support the development of local governance frameworks of key Implementing partners.
- Prepare the department annual plans and budgets for the TLMA organisational budget

Community Development Education

- Promote TLMA in Australia to supporters in the Christian and wider community.
- Work with TLMA Marketing/Fundraising staff to assist in the development of Community Education materials.
- Ensure provision of content to the fundraising and communication team that best reflects the work of TLMA in the field. This entails obtaining Stories of Change, photos and video footage of projects for promotional material and towards reporting against the TLMA Theory of Change.
- Review promotional materials from TLMA to ensure accuracy and alignment with the ACFID Code of Conduct, DFAT requirements and TLMA strategy, policies and procedures.

Leadership

- Manage and coordinate the International Programs team to ensure effective implementation and delivery of agreed activities
- Mentor and train the International Programs team to ensure they are fulfilling their Key Result Area's as outlined in their Role Descriptions and that they are actively contributing members of TLMA. This can include developing training plans, addressing performance, providing constructive, considerate feedback and care of the team.
- Plan and allocate resources to accomplish organisational and departmental objectives.
- Build the TLMA culture and engagement of our people through effective people leadership and management at both the organisational and team level, including:
 - Create and maintain a responsive and respectful workplace culture that integrates the TLMA values.
 - Promote constructive, cross-departmental assistance, critique and commentary.
 - Foster and implement a commitment to continuous improvement and feedback within TLMA and the team.
 - in conjunction with the CEO and HR, facilitate dispute resolution

Knowledge and Skills

Essential capabilities

- An understanding of, and ability to work within the Christian beliefs, vision, mission and values of TLM in Supporting and Implementing Countries
- A graduate degree, preferably in Health, Development or International Relations (Relevant tertiary qualifications: post-graduate degree in International Development, Social Change, International Studies, Political Science, Sociology, Anthropology, Human Geography or related discipline)
- At least 5 years' experience in international development program management, monitoring and evaluation of development projects with DFAT or similar funding organisations, ideally but not necessarily, in TLMA's regions of interest.
- Experience in managing and collaborating with complex cross-cultural teams in community development and/or emergency relief programs
- Sensitivity to cross-cultural issues of community development and ability to communicate with, and encourage Implementing Country staff as necessary
- Strong interpersonal skills with demonstrated ability in establishing, building and growing relationships and a commitment to teamwork with staff, volunteers, Board and other stakeholders, combined with an enthusiastic approach to delivering programs.
- Ability to develop networks with DFAT, ACFID, other non-government organisations, governments, churches and community groups.
- Highly developed public speaking skills, with an ability to relate to a range of audiences from government, sector peers, supporting communities and churches, as well as overseas partners.
- Experience in project conceptualisation, budgeting, design, implementation, monitoring, and evaluation as well as complex financial and grant management.
- Strategic thinking aptitude with a good knowledge of NGO trends.
- Excellent written and verbal communication skills and the ability to communicate sensitively and respectfully with donors, and with internal and external stakeholders.
- Ability to be persuasive and negotiate effective outcomes.
- Strong results orientation approach and high level of perseverance.
- Strong time management and organisational skills, with the demonstrated ability to manage multiple priorities and deadlines simultaneously.
- An enthusiastic, energetic and self-motivated team player.
- Strong understanding of compliance issues and requirements in the international development sector specifically ACFID and DFAT accreditation
- Background in strategic sectors including climate and environment, GEDSI, humanitarian response, economic inclusion and livelihoods

Desirable

- Experience living overseas including speaking other languages

Additional Information

- TLMA has a zero-tolerance policy towards any abuse, neglect and exploitation of all people. It is a requirement to sign and comply with all TLM organisational policies, including the Safeguarding Policy and Code of Conduct.
- The successful candidate will be required to:
 - Undertake a National Police Check and Working with Children Check (if applicable).
 - Have permanent permission to work in Australia