

ANCP & Administration Officer

PURPOSE OF THE POSITION

As the ANCP & Administration Officer you are responsible for coordinating ChildFund Australia's submissions to the Department of Foreign Affairs and Trade (DFAT) through the Australian NGO Cooperation Program (ANCP), and you provide operational support to the International Program Director and the International Program Team.

KEY DUTIES

- Coordinating all aspects of the submission process for Annual Development Plans, Performance Reports and variations under the ANCP, including reviewing quality and consistency to ensure compliance with ANCP and ChildFund's requirements;
- Supporting the review of six-monthly project reports;
- Ensuring regular updates of the Program Handbook, carefully synchronising the version-control process;
- Organising International Program Team meetings and conferences throughout the year;
- Providing administrative support to the International Program Director
- Promoting the identification of program-related opportunities for volunteers and interns, coordinating their recruitment, orientation and scheduling;
- Following up the routine flow of program reporting by the International Program Team to the Board of Directors;
- Undertaking various short-term program-related tasks and other duties as assigned;
- *Remain alert and responsive to any child safeguarding risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding policy and procedures, and conduct yourself in a manner consistent with the Child Safeguarding Policy.*

QUALIFICATIONS & EXPERIENCE

- Tertiary qualifications in a relevant discipline;
- Sound experience working in an environment where excellent written communication skills, including report-writing and editing are required;
- Cross cultural experience in an NGO/Development context;
- Sound experience working in an environment where strong administrative and organisational skills are required;
- Experience in or familiarity with child-focused programming

DESIRABLE

- Familiarity or experience with ANCP requirements;
- Experience with DFAT's accreditation process for NGOs;
- Experience coordinating volunteers and interns.

SKILLS

Excellent organisational and multi-tasking skills

Combines intellectual curiosity with analytical skills and willingness to learn

Excellent attention to detail

Flexible and responsive

CHILDFUND AUSTRALIA'S CORE COMPETENCIES

Commitment to ChildFund Australia's mission and vision, as well as our values: teamwork; effective communication; accountability and integrity; adaptability and flexibility.

Department: International Programs

Location: ChildFund Australia, Sydney Office Level 9, 162 Goulburn Street, Surry Hills NSW 2010.

Employment: Full-time, Initial two-year employment agreement, with option to extend upon mutual agreement.

Reports to: Grants Manager

Other Information: Must have the right to work in Australia and be willing to undertake limited overseas travel

Please apply at: <https://www.childfund.org.au/work-with-us/>





ORGANISATIONAL CONTEXT

ChildFund Australia is an independent and non-religious international development organisation that works to reduce poverty for children in developing communities. We work in partnership with children and their communities to create lasting change by supporting long-term community development, responding to humanitarian emergencies and promoting children’s rights.

ChildFund Australia implements programs with a range of local partners in **Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other Pacific nations**, and manages projects delivered by partner organisations throughout Asia, Africa and the Americas. Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations.

ChildFund Australia is a member of **the ChildFund Alliance** – one of the world’s oldest and most experienced child-focused development agencies. With a global network of 11 organisations, the ChildFund Alliance assists more than 14 million children and families in over 60 countries.

HOW WE VALUE YOUR CONTRIBUTION

Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Leave

You will have access to 20 days of paid annual leave (pro-rated for part-time employees). You are also entitled to personal/carer’s leave, paid parental leave, long service leave and bereavement leave.

Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversation between yourself and your manager about maintaining work-life balance.

Salary Packaging

You will be eligible to salary packaging. As a Non-Governmental Organisation, our staff are eligible for salary sacrificing. The Australian Taxation Office (ATO) allows us to reimburse you for your personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in additions to the income tax free threshold.

Employee Assistance Program

In case you need help with personal, family or employment related matters you and your family will have access to free external, professional and confidential counselling assistance.

Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

OUR VISION: A global community, free from poverty, where children are protected and have the opportunity to reach their full potential.

OUR MISSION: We work in partnership with children and their communities to create lasting and meaningful change by supporting long-term community development and promoting children’s rights.

At ChildFund Australia you will be contributing to every child being able to say: “I am safe. I am educated. I am heard. I have a future.”