

# Sport for Development Oceania Program and Partnership Coordinator

## PURPOSE OF THE POSITION

The Sport for Development (S4D) Oceania Partnership Coordinator is responsible for: (i) holding operational and reporting leadership for all projects in the region; (ii) building a strong, supportive and productive environment for partnership that extends to partner staff and Coaches; (iii) ensuring strong relationships with key stakeholders, including government, donors and ChildFund staff/departments; and (iv) ensuring program quality across all work-streams

### KEY DUTIES

#### Project Leadership

- Lead project management in-line with approved projects and organisational requirements;
- Maintain day to day activity and budget oversight;
- Ensure project management platforms are up to date;
- Provide representational and focal point services for all ChildFund activities at the national and sub-national levels;
- Ensure project reporting and donor requirements are met.

#### Partnership

- Build strong and effective national partnerships;
- Manage national partnerships in-line with ChildFund partnership commitments and ensure appropriate evidence is captured to demonstrate partnership commitments in action;
- Support institutional strengthening activities with national partners.

#### Stakeholder Management

- Maintain strong and productive relationships with a variety of stakeholders including key partner staff, Government, Managing Contractors, donors and National Olympic Committees;
- Maintain frequent, high-quality and transparent communications with the S4D team (based in countries across Oceania and Asia).

#### Program Quality

- Ensure all relevant protocols are adhered to across all projects;
- Support improvements in disability inclusive practice;
- Remain alert and responsive to any child safeguarding as well as Sexual Exploitation, Abuse or Harassment (SEAH) risks and conduct yourself in a manner consistent with the Child Safeguarding and Prevention of SEAH Policies.

### QUALIFICATIONS & EXPERIENCE

- University education in education, sport management, international development or a relevant field;
- Experience working with partners, with sports partners an advantage;
- Experience of working with children and young people;
- Community development experience, with Sport for Development experience an advantage;
- Mentoring and coaching experience;
- Project management experience including budgets and risk management processes;
- Experience working in a complex partnership environment with multiple, competing priorities;
- A commitment to creating an environment that enables national partners to grow and achieve their full potential;
- Successful team building and leadership experience;
- Experience working independently and managing multiple tasks with an ability and willingness to be hands on across multiple disciplines;
- Representation experience, including public speaking;
- Fluency in English and relevant national language/s.

### SKILLS

- Relationship building and management
- Organised and methodological
- Effective under pressure
- Deadline-oriented and proactive
- Excellent interpersonal, written and verbal communication skills
- Adaptable and flexible team player
- Supporting others to achieve goals
- IT use for productivity and communications
- Sensitivity to working in cross-cultural environments

### CHILDFUND AUSTRALIA'S VALUES

Commitment to ChildFund Australia's values –  
Respect, Integrity, Collaboration, Change,  
Empowerment & Excellence

**Department:** Sport for Development Team

**Location:** Suva, Fiji

**Employment:** Full-Time Consultancy (12 months with opportunity to extend upon mutual agreement)

**Reports to:** Sport for Development Oceania Program and Partnerships Manager

**Other Information:** Domestic and international travel required

**Please apply by 26 April 2021 at:** <https://www.childfund.org.au/work-with-us/>

## ORGANISATIONAL CONTEXT

ChildFund's Sport for Development programs provide children with opportunities to play, learn and grow.

Using integrated sport and life skills learning, young people from vulnerable communities are equipped to overcome challenges, inspire positive social change and take active leadership roles within their communities.

Under ChildFund Australia's guidance, all Sport for Development programs contribute to achieving gender equality, reducing inequality, and ending violence against children, reflecting targets within the UN Sustainable Development Goals.

Participants also develop critical social and emotional skills which help them to achieve personal goals, build empathy, manage emotions, develop positive relationships, and make responsible decisions.

Each program partners to deliver high quality, evidence-based social outcomes, across a range of sports. ChildFund's biggest rugby for development program, Pass It Back, is a key component of the Rugby World Cup 2019 Impact Beyond legacy program - ChildFund continues to seek partnerships to partnership further leverage the power of sport to deliver social change.

ChildFund is recognised as a Pioneer Organisation within the International Safeguards for Children in Sport, which ensure that children are physically and emotionally safe across sport. Work is undertaken with sports partners around the globe to ensure that the safeguarding of children and vulnerable adults in sport is a priority.

ChildFund Australia is an independent international development organisation that works to reduce poverty for children in developing communities, and is a member of the ChildFund Alliance, a global network of 12 organisations which assists almost 23 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government's overseas aid program.

**OUR VISION:** A world without poverty where all children and young people can say: "I am safe. I am educated, I contribute. I have a future."

**OUR MISSION:** We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

For more information, visit our website at [www.childfunds4d.org](http://www.childfunds4d.org)