

# PROGRAMS COORDINATOR PART-TIME POSITION

## About Mary MacKillop Today

Mary MacKillop Today seeks to transform lives for self-determination through access to education and the learning of practical life skills with communities across the world. Just as Mary MacKillop did over a century ago, Mary MacKillop Today will help the poorest of the poor where ever they are and regardless of their faith, ethnicity or gender by supporting development projects overseas, scholarships to First Nations Australians and the provision of small low interest and no interest loans in rural Australia.

We know that providing education (in all its forms) is one of the most effective ways to create sustainable outcomes in poor communities and we depend on support from the Australian public to carry out this vital work.

Mary MacKillop Today is a ministry of the Sisters of Saint Joseph and we work in the spirit of Saint Mary MacKillop and the Rev Julian Tenison Woods, inspired by their faith, legacy and grounded practical work.

Mary MacKillop Today is directly responsible for program design, implementation, monitoring and evaluation of all our projects and is a signatory of the Australian Council for International Development's code of conduct. As a consequence, we have a high degree of accountability and transparency. Mary MacKillop Today is committed to protecting the rights of children in all areas we work around the world.

## About the Role

The **Programs Coordinator** will coordinate and manage Mary MacKillop Today's Australian Programs, including our First Nations Scholarships Program and programs delivered in partnership with Australian community organisations, universities and research institutions.

This will include establishing positive and mutually respectful relationships with Mary MacKillop Today's Australian partners, coordinating project management and administration tasks for our Australian programs, and supporting effective monitoring, evaluation and learning (MEL). In addition, the Programs Coordinator will contribute to wider team project management support and system improvement initiatives.

The Programs Coordinator has three key areas of responsibility:

1. Coordinate the effective development, coordination and delivery of Mary MacKillop Today's Australian program
2. Develop and maintain project administration systems
3. Participate in and coordinate monitoring, evaluation and learning (MEL)

## **Key Responsibilities**

### ***Coordinate the effective development, coordination and delivery of Mary MacKillop Today's Australia program***

- Establish and maintain positive and mutually respectful relationships with Mary MacKillop Today's Australian partners and key program stakeholders including scholarship recipients, alumni, student mentors, donors and other relevant community actors.
- Undertake capacity assessments and conduct ongoing capacity development activities with Mary MacKillop Today's partners, including identifying opportunities to promote two-way learning through our partnerships.
- Respond to requests from First Nations Scholarship students including providing referrals to relevant services, coordinating scholarship payments and student reporting, and liaising with partner universities and relevant Indigenous units.
- Coordinate all aspects of the project cycle for the Australia program including program administration, assisting with the development and appraisal of proposals and applications, submission of program reports and preparation of funds transfers.
- Manage all financial and narrative reporting for the Australia Program, including liaising with partner staff to ensure deadlines are met.
- In collaboration with the Group Leaders maintain an alert system for forthcoming proposals and reports.
- Support the Group Leaders with the timely lodgment of tenders or submissions of applications for program funding or grants to support the growth and sustainability of MMT's programs.
- Participate in strategic planning for the Australia program.

### ***Develop and maintain administration systems***

- Coordinate and maintain program records for the purposes of enhancing quality control processes and strengthening the consistency of outputs, in-line with ACFID and ANCP compliance standards.
- Coordinate and maintain financial records and undertake financial administration tasks, including payment of scholarships and partner funds, monitoring against budgets and addressing variances as required.
- Manage online application, reporting and data management software and liaise with web developers as required.
- Coordinate travel logistics and document preparation for external consultants and/or Group Leader's participation in working groups, workshops, forums, network meetings, training courses and conferences.
- Support the coordination of regional or country workshops: logistics, financial and administrative functions.
- Contribute to MMT's cross-team processes and information management systems, including archiving.

## ***Participate in and coordinate monitoring, evaluation and learning (MEL)***

- Coordinate project monitoring, evaluation and learning processes, including data capture, quality control of information management and reporting in order to measure and evaluate program outcomes and effectiveness.
- Undertake monitoring visits to program sites and participate in field visits as required.
- Support the documenting of stories and lessons learned through the program to contribute to program development, organisational learning and Mary MacKillop Today communications and fundraising.
- Develop and maintain knowledge of current and relevant needs in the Australian community and remain abreast of Aboriginal and Torres Strait Islander cultures and issues.
- Contribute to team-wide program learning and development.

## **Key Competencies**

### ***Knowledge, Skills and Experience***

- Ability to work within and contribute to the Mission and Values of Mary MacKillop Today.
- Tertiary qualification in Community Development, Aboriginal and/or Torres Strait Islander Studies, Social Work or a related field.
- At least 3 years' experience working within the community development sector in a relevant program coordinator role.
- Strong understanding of Aboriginal and Torres Strait Islander cultures and issues.
- High level of cross-cultural communication skills, including ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people.
- Demonstrated experience establishing and managing administration and tracking systems, preferably in support of project management.
- Well-developed budget management skills and financial acumen.
- Strong written communication skills, including the ability to adapt writing and presentation style for a range of audiences and purposes including correspondence, proposals or submissions, report writing and minute taking.
- High level of computer proficiency, in particular Excel
- Ability to travel domestically as required.
- Strong cross-cultural communication skills.
- Adherence to Mary MacKillop Today's Safeguarding Policy, and willingness to undergo a criminal record check or statutory declaration of local legal equivalent where criminal records checks are unavailable or unreliable.

## **General Information**

This position is a permanent, part time role (3 days) based in North Sydney, and reports to the Programs Group Leader of Mary MacKillop Today. The working

environment is informal but professional, with very high standards of output and delivery. We are a happy, enthusiastic and energy filled group, with a positive values-driven culture.

If you have specific questions about this opportunity, please contact Sally Haakinson by email at [sally.haakinson@marymackilloptoday.org.au](mailto:sally.haakinson@marymackilloptoday.org.au) or call 02 8912 2777.

To apply, submit a CV and cover letter outlining why you are interested in working at Mary MacKillop Today and how your skills align to this opportunity.

Mary MacKillop Today is committed to achieving a diverse workforce and strongly encourages applications from Aboriginal and Torres Strait Islander people.

**Applications close at 5pm on Friday 31 January 2020.**