

**INTERNATIONAL PROGRAMS GROUP
LEADER
FULL-TIME POSITION**

About Mary MacKillop Today

Guided by the Gospel, Mary MacKillop Today stands with the poor and marginalised so they can realise their potential and participate fully in the community. Through access to education and learning of practical life skills Mary MacKillop Today seeks to transform lives.

Saint Mary MacKillop is an important part of Mary MacKillop Today's history. As Australia's First Saint, Mary MacKillop is recognised as a woman of courage and faith. Mary MacKillop's legacy is in service throughout communities across the world. Just as Mary MacKillop did over a century ago, Mary MacKillop Today helps the poorest of the poor regardless of who or where they are, with the same commitment to purpose. With respect for their great past, Mary MacKillop Today is committed to continuing the works of the Sisters of Saint Joseph of the Sacred Heart and looks to the future for transformation and change.

Mary MacKillop Today is directly responsible for program design, implementation, monitoring, and evaluation of all its projects and the ministry is a signatory of the Australian Council for International Development's (ACFID) Code of Conduct. Mary MacKillop Today has a high degree of accountability and transparency and is committed to protecting the rights of children in all areas the organisation works around the world.

Mary MacKillop Today is accredited by the Australian Department of Foreign Affairs and Trade (DFAT), and receives support through the Australian NGO Cooperation Program (ANCP).

About the role

Reporting to the CEO, the International Programs Group Leader supports a large team in the implementation of Mary MacKillop Today's overseas aid and development programs, including those delivered through our country office in Timor-Leste, as well as those delivered through partnerships in Peru, Papua New Guinea and Fiji. The International Programs Group Leader will oversee effective

program delivery to ensure all programs are high quality and impactful and delivered in alignment with best practice sector standards and contractual requirements, including overseeing all areas of operational management and risk management. This position sits on the Leadership Team and will contribute to the organisational management and strategic direction of the organisation. The International Programs Group Leader will be responsible for driving the development and implementation of Mary MacKillop Today's country strategies, including identifying and developing mutually beneficial partnerships that further the strategic priorities of both Mary MacKillop Today and our partner organisations.

Key Responsibilities

Lead and manage a geographically dispersed team of staff, including overseeing all areas of operational management

- Lead and mentor a geographically dispersed team of staff in Sydney and Timor-Leste, including promoting cross-team learning and effective collaboration.
- Support the Timor-Leste Country Director to oversee the operational management of Mary MacKillop Today's Timor-Leste Country Office, including overseeing resource and asset management, staff safety and security, and policy compliance.
- Oversee the performance management of the International Programs team including orientation, staff training and annual performance reviews.
- Demonstrate a participatory and respectful management style that fosters collegiality between Mary MacKillop Today staff.
- Oversee the identification, assessment and management of financial, reputational and operational risks involved in the delivery of our international programs, including ensuring rigorous safeguarding controls are implemented in our country office and with overseas partners.
- Report to the CEO and Board of Directors on a regular basis ensuring they are informed of key achievements, challenges and risks associated with all Mary MacKillop Today International programs.

Drive the Strategic Development of the International Program

- As part of the Leadership Team, provide Strategic input to the development, implementation and monitoring of the Mary MacKillop Today Strategic Plan.
- Lead the development and implementation of Mary MacKillop Today's Country Strategies, ensuring they effectively capture and reflect the voices of the communities where we work.

- Ensure the International Program portfolio is delivered in-line with best practice sector standards and regulatory requirements for accreditation including those of DFAT and ACFID.
- Drive the continual development and application of Mary MacKillop Today's Development Effectiveness and Learning framework and 'Learning for Life' strategy across the International Programs.
- Identify, develop and manage mutually beneficial partnerships that further the strategic priorities of both Mary MacKillop Today and our partner organisations.
- Provide innovative strategic direction to our work with staff and partners which demonstrates, defines and measures the "value add" of Mary MacKillop Today.
- Proactively represent Mary MacKillop Today to key stakeholders, including major donors, the church, government representatives, and international development networks.
- Lead and manage Partner Learning Forums and online learning events to promote opportunities for learning and collaboration across our international programs.

Ensure the effective delivery of our International programs

- Manage the effective design, coordination and delivery of Mary MacKillop Today's International Programs.
- Support the team to coordinate all aspects of the project cycle, including program design, submission of program reports and preparation of funds transfers.
- Deliver financial and narrative reporting for the program, including liaising with program staff and partners to ensure deadlines are met.
- Lead the scoping, planning and negotiation phase of all new international partnerships and coordinate related tasks including negotiating partnership agreements, conducting capacity assessments and due diligence checks, and developing learning action plans with the relevant Program Coordinator.
- Remain abreast of contemporary thinking on international development and implications for Mary MacKillop Today's program development and implementation
- Support the timely lodgement of tenders or submissions of applications for program funding or grants to support the growth and sustainability of Mary MacKillop Today's international programs.

Key Competencies

- Extensive experience managing complex international development programs, preferably within a Non-Government Organisation (NGO) setting. Experience working with faith-based organisations desirable.
- Tertiary qualification in International Development or a related field.
- Demonstrated ability to lead a team of remote-based staff in a cross-cultural setting.
- Strong financial acumen including demonstrated experience in developing and monitoring program budgets, budget forecasting, and financial reporting in alignment with donor and contractual requirements.
- High level of cross-cultural communication skills, and exceptional stakeholder management and relationship-building skills.
- Extensive experience in the implementation and oversight of ACFID Code Compliance and DFAT accreditation requirements, and experience managing projects funded by institutional donors. Experience managing projects funded via the Australian NGO Cooperation Program (ANCP) desirable.
- Ability to travel internationally and domestically as required, up to 10 weeks per year.
- Ability to work within and contribute to the Mission and Values of Mary MacKillop Today.
- 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, full time role based in North Sydney, and reports to the CEO 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.

Safeguarding

The International Programs Group Leader is classified as a Contact with Children role. The successful applicant must be willing to undergo child-safe screening on recruitment and then regularly as required.

Applications

If you are an experienced international development professional with a commitment to contribute to the mission and values of Mary MacKillop Today, please apply with your resume together with a cover letter responding to the skills required to hello@marymackilloptoday.org.au.

Application deadline is Wednesday 11 November but we encourage you to apply asap. Applications will be reviewed as they're received.