ADRA Australia
Emergency Management Programs Coordinator

Commitment: Full-time, Maximum Term (2 years)
Location: Wahroonga, Sydney

About the role

ADRA Australia is seeking an experienced and dedicated Emergency Management (EM) Programs Coordinator that is responsible for the maintenance/upgrading of the EM Information Management System, as well as supporting ADRA Australia Emergency Management Program Officers (international and national programs) in programmatic and finance management of all projects so that partner's goals are met, standards are adhered to, resources are used accountably and reports are accurate, timely and relevant.

The successful applicant is a servant-leader who is passionate about ADRA's purpose, "to serve humanity so all may live as God intended" and is committed to meeting the challenges of this diverse role with enthusiasm, collaboration, and teamwork.

The successful applicant must have the legal right to live and work in Australia at the time of application.

The Job Description that will give you more specific information on this exciting and challenging role. and the Employment Application Form are included at the end of this document.

About ADRA Australia

The Adventist Development and Relief Agency (ADRA) is the official humanitarian agency of the Seventh-day Adventist Church. As part of the global ADRA network which reaches into more than 120 countries, we are motivated by our faith, to enable people and communities in Australia, New Zealand, the South Pacific, Asia and Africa to improve their health and livelihoods and assist people to prepare for and recover from disasters around the world.

ADRA Australia holds full accreditation with the Australian Government Department of Foreign Affairs and Trade (DFAT) and is a member of the Australian Council for International Development (ACFID) and the Australian Council for Social Services (ACOSS).

Our Values - We conduct our work by being:
Connected - working collaboratively for the best outcome for those living in poverty or distress.
C*ourageous* - persevering through challenging situations.
Compassionate – empathising with the communities we work with and with each other.

About the Emergency Management Team

The Emergency Management Programs Coordinator is appointed by the ADRA Australia ADCOM and reports to the ADRA Emergency Management Director.

The Emergency Management team works collaboratively with the following ADRA Australia units:

- International Programs
- Finance
- National Programs
- Marketing
- People & Culture

Selection Criteria

Essential

1. Commitment to the purpose of ADRA, and to the achievement of our overall strategy and priorities with demonstration of our ADRA values and desired team culture lived out in all aspects of work practice;
2. Willingness to work within a Christian ethos with conduct that is respectful of the beliefs and practices of the Seventh-day Adventist Church when in the workplace or otherwise representing ADRA Australia;
3. A passion for meeting humanitarian needs and building personal and community resilience.
4. Demonstrated ability to work productively within stressful environments.
5. A positive attitude complemented by high-level interpersonal skills, teamwork, and coaching ability;
6. Demonstrated capacity to effectively communicate and work consultatively and collaboratively with stakeholders;
7. Experience working in cross-cultural settings;
8. Undergraduate degree in management, business administration or related fields with 3 years+ experience within the Not-for-Profit and/or Development and/or Humanitarian sector with exposure to working with diverse partner organisations;
9. Ability to generate accurate and complete programmatic reports to stakeholder's requests;
10. Demonstrated management of financial resources to ensure accountability, payments and reporting processes;
11. Proficiency in Microsoft Office, Web-based platforms, Salesforce and other relevant software;
12. Advanced writing, research and data analysis skills;
13. Ability to travel within Australia and to New Zealand, Pacific and other countries as the need arises.

Desirable

1. Project Management Professional and/or accounting certification;
2. Proven ability to contribute to the continuous improvement of processes and procedures that are fit-for-purpose and compliant with overarching protocols.
3. Strong organisational and project management skills;

Key Competencies

- **Relating and Networking**
  Establishes good relationships with colleagues; builds wide and effective networks of contacts inside and outside the organisation; relates well to people at all levels; uses humour

appropriately to enhance relationships with others

- **Writing and Reporting**
Writes clearly, succinctly and correctly; Writes convincingly in an engaging and expressive manner; Avoids the unnecessary use of jargon or complicated language; Writes in a well-structured and logical way; Structures information to meet the needs and understanding of the intended audience.

- **Applying Expertise & Technology**
Applies specialist and detailed technical expertise; Develops job knowledge and expertise through continual professional development; Shares expertise and knowledge with others; Uses technology to achieve work objectives; Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity; Demonstrates an understanding of different organisational departments and functions.

- **Coping with Pressure & Setbacks**
Works productively in a pressurised environment; Keeps emotions under control during difficult situations; Balances the demands of a work life and a personal life; Maintains a positive outlook at work; Handles criticism well and learns from it.

Other Requirements
- Commitment to abide by the ADRA Australia Code of Conduct and organisational policies and procedures. A copy of relevant policies is available on request.
- ADRA Australia takes the prevention of sexual misconduct, harassment, and child protection seriously and screens applicants for suitability. The successful applicant will be required to obtain a police check for each country in which the individual has lived for 12 months or longer over the last five years, and for the individual's country of citizenship (including dual citizenship holders). The successful applicant will need to provide their consent to a criminal record check. ADRA Australia recognises that in limited instances it may prove impossible to obtain a reliable criminal record check. In such circumstances a statutory declaration outlining efforts made to obtain foreign police check and disclosing any charges and spent convictions may be accepted.
- Applicants will be requested to disclose whether they have had a Sexual Exploitation Abuse or Harassment claim of any nature made against them in Australia or overseas. This is included in the Employment Application Form.

How to Apply
To apply, candidates should address the selection criteria in their application letter providing examples of past experience and qualifications. There is no closing date, however we will be interviewing suitable candidates as they apply. Please forward your application letter, the Employment Application Form and resume along with the names of three work related referees to: hr@adra.org.au.

If you have questions or need further information, please contact:

Gianina Badea,
HR Coordinator for ADRA Australia
Phone +61 2 9473 9525 or
email HR@adra.org.au

ADRA Australia is an inclusive and Equal Employment Opportunity (EEO) employer.

The appointing body reserves the right to fill this position at its discretion and to close applications early.

Position Title:	Emergency Management Programs Coordinator		Full / Part Time:	Full Time – Maximum term (2 years)
Department:	Emergency Management (EM)		Revised Date:	August 2022
Reports To:	Director of Emergency Management			
Team Supervision:	None			

Purpose of Position: *A basic statement that describes the intent of the position.*

The Emergency Management Programs Coordinator is responsible for the maintenance/upgrading of the EM Information Management System, the coordination of programmatic and stakeholder needs within the CDCS program, as well as supporting ADRA Australia Emergency Management Program Officers (international and national programs) in programmatic and finance management of all projects so that partner's goals are met, standards are adhered to, resources are used accountably and reports are accurate, timely and relevant.

Behavioural Expectations: *Our code of Conduct - How we do things in our organisation that underpins our values.*

ADRA Australia Code of Conduct and related policies

Key Competencies: *The competencies, qualifications, skills and experience the person needs to do the role successfully.*

An undergraduate degree in management, business administration or related field. At least three years of experience within the Not-for-Profit and/or Development and/or Humanitarian sector with exposure to working with diverse partner organisations. Project Management Professional (PMP) and/or accounting certification is desirable.
ADRA Competency Framework:
3.1. Relating & Networking; 4.1 Writing & Reporting; 4.2 Applying Expertise & Technology; 7.2 Coping with pressure and setbacks

Key Responsibilities: *The things that the person needs to be responsible for to successfully fulfil the obligations of this position.*

Area of Responsibility Groupings or areas of responsibility	Actions / Tasks / Objectives What has to get done in this area	Measures of Success / KPI's How job performance will be measured
INFORMATION MANAGEMENT	• Develop and maintain an accurate EM Project tracking data base covering all data required for reporting to ADRA's various stakeholders • Coordinate the development and upgrading of project information management systems and tools • Generate timely, accurate and complete programmatic reports to support EM stakeholder requests • Manage the EM component of Salesforce including payment requests, volunteer registrations, and reports	• Key project data is collated into the relevant project management tools for easy processing and communication • Project management systems and tools are effective, intuitive, and reliable
PROJECT MANAGEMENT SUPPORT	• Coordinate the monitoring and tracking of Project implementation relative to agreed milestones to help ensure timely and quality narrative and financial reports from partners	• All EM projects have appropriate proposals, budgets, and supporting documents checked and recorded

	• Troubleshoot problems as necessary and work to resolve outstanding payments and/or reports (both narrative and finance) • Communicate timely and appropriately to relevant stakeholders • Manage the Grant Release Request (GRR) process for EM projects and payment processes for external Invoices ensuring all relevant supporting documentation is included • Maintain EM department project accounts in association with finance department staff in order to ensure complete and accurate records of funds • Review narrative and financial documents (using General Ledger where possible) at in-country partner level for compliance with donor requirements and identify any discrepancies. Coordinate with partners and EM Humanitarian Officers to resolve issues • Monitor various accounts associated with the Safe n Redi platform, including Microsoft, Godaddy and Tonkin + Taylor and ensure invoices are paid on time • Contribute to project planning, partnership development and monitoring, evaluation and learning activities	• All GRRs are submitted with correct documentation and processed in a timely fashion • All project reports are received and recorded in a timely fashion • All external EM creditors are paid accurately and timely
CRISIS AND SUPPORT CENTRE (CDCS) PROJECT COORDINATION	• Develop the information management system for the CDCS project that is applicable to partners, including ADRA Fiji/Vanuatu/Solomon Islands, Act for Peace, Anglican Overseas Aid and Pacific Disability Forum • Coordinate M&E data management for the CDCS project • Liaise with partners within the CDCS project to ensure expectations on donor accountability requirements are clear, formal agreements are managed appropriately, reporting deadlines are met, and accountability requirements are documented and followed	• Information system for the CDCS project in place and maintained current • CDCS project partners are clear on donor requirements • CDCS project reporting meets scheduled deadlines
PARTNER CAPACITY STRENGTHENING	• Support EM staff's work with partner office's development of proposals, budgets and reports • Coordinate the logistics and/or facilitation of training/learning workshops and partner field visits by EM team members • Coordinate the development of partner capacity strengthening materials and resources, including online platforms • Co-facilitate partner strengthening workshops both online and face to face	• Partner capacity assessments indicate increased capabilities • Improved partner engagement scores for the ADRA EM Team

Employee Signature:		Print Employee Name:		Date: / /

Employment Application Form

Adventist Development and Relief Agency Australia Limited

ABN 85 109 435 618

Title:		First Name:			Last Name:	

Current Address: *(Street, State, Post Code, Country)*

Phone No.	Home:		Mobile:		Work	
Email:					Gender	
Position applying for:						

GENERAL	Type in "Yes" or "No" or an appropriate comment
1. Are you ALREADY legally entitled to live and work in Australia?	
If the response to Question 1 is No, we are unable to consider your application and there is no need to proceed any further.	
2. What prompted you to apply for this role? Why would you like to work for ADRA?	
3. Do you have any illnesses or injuries which may affect your ability to perform the essential requirements of the job for which you have applied? If yes, please provide details below:	

SAFEGUARDING	
4. ADRA Australia's strict safeguarding policies aim to help protect children, young people and vulnerable adults. In line with these policies are you willing to undergo a police check, a working with children check and be screened through Adsafe*?	
5. Do you have any convictions or charges related to child abuse? If yes, please provide details below:	
6. ADRA Australia has a zero tolerance to Sexual Exploitation and Harassment. Do you have any convictions or charges related to sexual abuse or harassment of any nature made against you in Australia or overseas? If you have responded "Yes", please provide details below:	

ADRA AS PART OF THE SEVENTH-DAY ADVENTIST CHURCH	
7. Have you ever worked for ADRA or any other entity of the Seventh-day Adventist Church in Australia or overseas under your current name or another name? If yes, please provide details of your last position below:	
8. Do you have any relatives currently employed by the Seventh-day Adventist Church? (We need to check any conflicts of interest.) If the answer is Yes, please list their names and places of employment below.	

Name	Place of Work

9. Are you a practising Seventh-day Adventist? (If you are not an SDA, this does <u>not</u> exclude you from applying for the position.)	
Being employed by ADRA Australia, which is part of the Seventh-day Adventist Church, involves understanding, representing and being committed to the Church's mission and lifestyle in your professional life. *(Our code of conduct policy is available on request.)* Please respond to the following two questions.	
10. Do you understand the Church's lifestyle values? (These include abstinence from tobacco, alcohol, recreational drug use, immoral, illegal conduct, etc.)	
11. If you are employed by ADRA Australia, are you happy to reflect its purpose and values in your work and adhere to its lifestyle values in your professional life?	

I understand, agree and declare that:

1. If required by ADRA I will undertake a pre-employment medical screening by an ADRA designated practitioner who shall pass completed details of the examination to ADRA. (Refer Point 3)

2. If required by ADRA, I will produce documentary evidence relevant to this application e.g. identification, work visa, evidence of my qualifications, etc.

3. Any statement made by me in this document which is found to be deliberately misleading shall render me, if employed, liable to dismissal.

4. The Terms and Conditions of my employment shall be in accordance with:
   (a) Any applicable State or Federal Laws.
   (b) The appropriate Industrial Award and/or church policy.

Signature	Date

Adsafe has been established as a service and resource to assist local Churches and Denominational Entities to protect children and vulnerable adults, to comply with applicable legislation and to develop denominational policy.