

## Position Description: Head of International Partnerships

Position Title	Head of International Partnerships
Location:	Sydney; Chatswood (some overseas travel required)
Reports to:	Chief Executive Officer
Direct reports:	2
Work type	3 – 4 days
Contact name	Glyn Henman, CEO
Contact phone/email	1300 009 109; <a href="mailto:recruitment@worldshare.org.au">recruitment@worldshare.org.au</a>

### Role purpose

To lead a robust partnership program for WorldShare and to assist our partners overseas to achieve transformational change for the marginalised and oppressed in their communities.

### Key responsibilities

The role is specifically responsible for:

#### Relationship management and capacity building

- Managing the WorldShare-international partner organisation relationships, providing encouragement and facilitating information exchange, networking and training
- Working collaboratively with WorldShare partners to review projects, programs and strategies, offering assistance where appropriate to help WorldShare partners make significant and sustainable impacts in their communities
- Providing technical assistance to support the effective implementation of WorldShare partner organisation programs/projects as required

#### Program strategy and partnership management (including budgeting, design and monitoring & evaluation)

- Developing the international partnership strategy, systems and tools to guide WorldShare's involvement with our partner organisations
- Maintaining up-to-date knowledge in current research, monitoring and evaluation techniques, impact and outcomes measurement, good practice guidelines, and innovations which are relevant to WorldShare's work, to ensure that the work of WorldShare and its partner organisations is informed by good practice programming.
- Assessing budget proposals and determining funding priorities within and between international partner organisation needs, including making recommendations to the CEO
- In collaboration with our partner organisations, producing high-quality documentation necessary to support specific project/programs, including concept notes, program logic frameworks, monitoring and evaluation frameworks, program implementation plans, budgets, and donor proposals



- Conducting relevant field travel to assess new project opportunities, monitor and evaluate implementation of current projects/programs and collect stories of change to complement evaluation as well as inform marketing and fundraising activities
- Ensuring compliance with all relevant legislation, best practice guidelines including but not limited to the ACFID (Australian Council for International Development) Code of Conduct
- Maintaining all appropriate compliance records and ensure compliance with WorldShare partner policies through training and monitoring

#### **Collaboration and teamwork**

- Building internal and external relationships, including with representatives from NGOs, government agencies in Australia and partner countries and others, to strengthen Worldshare's standing and capacity
- Working collaboratively with the WorldShare team in the developing of projects/programs, communicating partner updates and stories, and providing training to the WorldShare team
- Inspiring and empowering the team, ensuring key accountability and responsibility to deliver the strategy and plans and developing team members, encouraging enthusiasm, collaboration and high performance
- Ensuring close collaboration with the Supporter Engagement team for organisational integration

#### **Other**

- Identifying and applying for grant opportunities on behalf of ministry partners
- Perform other duties as assigned by Chief Executive Officer and the WorldShare Board

#### **Key attributes required**

##### **Experience in:**

- International development, ideally from first-hand experience of working in a developing country, with experience working closely with stakeholders to build skills and capacity
- Developing and implementing organisational strategy for international partnerships
- Program/project management, ideally related to programs comparable to those of WorldShare
- Developing and applying logical frameworks, theories of change, or other project design methodologies
- Managing and coaching staff with a focus on high performance team-work (highly regarded)
- A comparable working environment, including working for a not-for-profit or Christian development and mission organisation (highly regarded)

##### **Skills, knowledge and attributes:**

- A strong commitment to WorldShare's values and Christian ethos including the ability to support the biblical theology that informs WorldShare's development approach and the ability to participate fully in times of prayer and biblical reflection
- Qualifications in international development or related discipline at post graduate level
- A relevant background in international development leadership with at least 7 years experience



- Knowledge of the regions in which WorldShare works
- A technical understanding and competence in project cycle management (PCM) including analysis, design, assessment, resourcing, implementing, capacity building, monitoring and evaluation, review and closure
- Support for WorldShare's development approach of empowering locally-led and implemented development and a desire to respectfully build capacity when required
- Strong collaborative skills – the ability to support and influence multiple stakeholders and effectively engage people across the organisation
- Adaptability to work effectively within an evolving and expanding organisation and in challenging environments overseas
- Strong communication skills, particularly written: the ability to write effectively for varied purposes and audiences, including proposals, reports and publications
- Extensive experience in building trustful relationships both internally and externally
- Ability to teach principles of international development to church audiences
- Computer literacy skills relevant to the role: able to create professional documentation using the Microsoft office applications suite; able to utilise project management systems to manage programs, resources and outcome measurements
- Demonstrated program financial management skills
- High motivated professional with a strong work ethic, positive attitude and demonstrated ability to work in a team
- Acts with integrity and in a way that is consistent with WorldShare values; committed to ongoing personal, professional and management/leadership development
- Ability to travel internationally and domestically on a regular basis

### **Why work with us?**

WorldShare has a deep and rich history of supporting local Christian partnerships worldwide, and we are ambitious and innovative about our future.

We are passionate about our cause of restoring hope and transforming lives – and by working with WorldShare, you will make a direct contribution to this vision.

We do things differently:

1. We support locally-led development as we believe this is the most effective and sustainable way to transform lives. We know that local people best understand their communities, both the problems and the solutions, and they are with their communities for the long haul.
2. We deliberately seek out grassroots organisations, which typically miss funding from larger international NGOs. Our partners might be small, but they make a significant impact! Choosing grassroots organisations means that we deliberately choose to engage in deeper, more intensive partnership support.
3. We believe the gospel is best shown in word AND deed, and our overseas partners pursue an integral mission.





4. We love partnerships, and we delight in connecting Australians with partnerships overseas. Together, we can do more. We all have a part to play.
5. We offer a collaborative and supportive work culture and a flexible hybrid working arrangement.

WorldShare cares for and respects employees and is a spiritual and collaborative environment, as well as workplace flexibility, regular time for spiritual practices, paid parental leave and professional development.

### **Safeguarding**

Please note that (1) WorldShare is committed to safeguarding and maintaining an environment free from abuse, harassment, and exploitation. The recruitment process will include safeguarding checks and questions. WorldShare staff are required to provide a Police Check and Working with Children Check. (2) Applicants must have the legal right to work in Australia.

