

Position Description: International Partnerships and Connect Coordinator

Position Title	International Partnerships and Connect Coordinator
Location:	Chatswood; Sydney
Reports to:	Head of International Partnerships and Head of Development (Fundraising)
Direct Reports:	0
Work type	Part Time (3-4 days a week)

About WorldShare

For over 80 years, WorldShare has existed to transform lives and restore hope around the world, by connecting Australians with people in need overseas, so that together, we love like Jesus.

We are a Christian aid and development organisation which embraces God's mission to help and love those in need, particularly the most vulnerable and marginalised. We work in partnership to empower communities through education, training, and improved health outcomes, to build hope for the future.

We work through local Christian partnerships in Africa and Asia to bring lasting change to communities; particularly to vulnerable children, disempowered women and those excluded from their communities.

Role purpose

This role plays a key role in managing partnerships as part of WorldShare's International Programs Team (1-2 days) and WorldShare Connect (2 days).

This role primarily strengthens international partnerships with local faith-based organisations, as they work with communities to address poverty and disadvantage, and support the effective administration of WorldShare's international projects across the project management cycle. This involves providing technical assistance, encouragement and practical support to ensure program quality, sustainability and compliance. It also supports organisational capacity building priorities assisting partners as they strengthen their systems, policies and governance.

Since 2020, WorldShare has operated WorldShare Connect to deliver tailored support to Australian churches and organizations connected with overseas Christian ministries. This role ensures the smooth running of WorldShare Connect, management of a small portfolio of partner relationships, project oversight ensuring quality and compliance. Scoping work for new partnerships may also be involved. This role is expected to exercise a high degree of autonomy.

Key responsibilities

Across both WorldShare and WorldShare Connect functions, key responsibilities include:

Partnership Management

- Build high-quality partnerships characterised by trust, respect, and regular open communication across a portfolio of partners/projects.

- Proactively support partners to develop organisational and program management capacity in mutually agreed areas through training, coaching, capacity building initiatives. Develop and action jointly developed partnership plans.
- Conduct relevant international travel for project monitoring, evaluation, and learning of partnerships and programs.
- Constructively raise and address challenges/issues arising in partnerships and projects.
- Maintain accurate partnership and project records.

Project Management

- Support partners as they implement programming across the project management cycle.
- Ensure project alignment with strategy, good practice, and meeting key compliance requirements.
- Support project design, review project proposals and budgets, develop funding agreements, process payments, review quarterly financial and narrative reports and audits.
- Promote joint learning and reflection through formal and informal processes.
- Support development and implementation of project transitions such as from welfare to integrated development approaches or to implement sustainability and exit strategies.

Assist Head of IP as requested

- Contribute within broader International Programs team to joint tasks, strategy, process improvement, self-reflect on practice.
- Support information requests from other WorldShare departments
- Other duties as required.

Duties specific to WorldShare connect include:

- Coordinate WorldShare Connect international partner relationships, providing encouragement and facilitating information exchange, networking and training.
- Coordinate with WorldShare departments (Marketing, Comms, Finance) to ensure support for Connect partners aligns with agreements and processes function effectively.
- Budget development, cash flow and payments with Australian and in-country partners.
- Ensure all MOUs and Agreements are in place and up to date.
- Maintain and retain supporter relationships through accurate CRM records, regular communications and updates with WorldShare Marketing/Communications team.
- Ensuring program quality and compliance in line with sector standards including legislation, tax deductibility requirements, and the ACFID code of conduct.
- Ensuring compliance with WorldShare partner policies through training and monitoring.
- Assessing potential new partnerships
- Perform other duties as assigned.

Key attributes required

We are looking for someone with the following skills and experience:

Essential

- Tertiary qualifications in international development or related discipline.

- 5-10 years of experience in International Development, with a deep understanding of community development issues and the contexts in which WorldShare operates including Africa or South Asia.
- Commitment to WorldShare's approach of empowering locally led and implemented development and a desire to respectfully build capacity.
- High motivation with a strong work ethic, positive attitude and demonstrated ability to work collaboratively in teams.
- A dynamic self-starter, able to build new initiatives with positivity, creativity and an entrepreneurial mindset.
- Excellent administrative, time management, and self-organisational skills.
- Strong ability in MS Office (MS Word, Outlook, SharePoint and Excel) and demonstrated capacity to master IT systems and CRM software.
- Strong communication and interpersonal skills with the ability to communicate and work with people from diverse cultures.
- Ability to handle data accurately and maintain confidential information.
- Committed to ongoing personal and professional development.
- A strong commitment to WorldShare's values and Christian ethos including acting with integrity, support for the biblical theology that informs WorldShare's development approach and the ability to participate in times of prayer and biblical reflection.
- A willingness and ability to travel internationally for up to four weeks each year.

Desirable

- Experience working with CRMs (Salesforce preferred) and work management software.
- Experience managing volunteers.
- Experience in Child Rights and protection or child sponsorship programs.
- Adaptability to work effectively within an evolving and expanding organisation, able to solve problems and bring new structures and processes to life to meet changing needs.

Child protection

WorldShare is committed to the protection of children from all forms of harm. All employees are required to sign a Child Protection Code of Conduct and undergo background screening including referee checks, Working with Children's Check and a Federal Police check prior to commencement.

Why work with us?

WorldShare has a deep and rich history of supporting local Christian partnerships around the world, 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 truly 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 grassroot organisations which typically miss out on funding from larger international NGOs. Our partners might be small, but they make a big impact! Choosing grassroot organisations means that we deliberately choose to engage in deeper, more intensive partnership support.
3. We believe that the gospel is best shown in word AND deed and our overseas partners pursue integral mission.
4. We love partnership and we delight in connecting Australians with partnerships overseas. Together, we can do more. We all have a part to play.

WorldShare employees enjoy a fun, collaborative environment, as well as competitive remuneration with salary packaging benefits, workplace flexibility, regular time for spiritual practices, paid parental leave and professional development.

These are WorldShare values which we aim to live out in all we do:

1. Love Like Jesus (LOVE)

My command is this: Love each other as I have loved you. John 15:12 (NIV)

We believe we are all created in God's image. Jesus showed us how and who to love and that the outcast and forgotten are valuable in God's eyes. He calls us to do the same. In all our work and relationships, we aim to love like Jesus.

2. Empower Transformation (EMPOWERMENT)

Therefore encourage one another and build each other up. 1 Thessalonians 5:11 (NIV)

Jesus came so that we may have life and have it to the full. In our work with communities, partners and each other we commit to encourage, equip and empower one another to reach our full potential.

3. Strive for Excellence (EXCELLENCE)

Whatever you do, work at it with all your heart, as working for the Lord. Colossians 3:23 (NIV)

In all that we do, we are professional, continuously improving and innovative in a way that brings glory to God.

4. Walk in Partnership (PARTNERSHIP)

For we are partners working together for God. 1 Corinthians 3:9 (GNT)

Together we are the body of Christ. We walk with our partners, supporters and each other in long-term, respectful relationships. Through these genuine partnerships we increase our impact and grow the Kingdom of God more than we could alone.

5. Work with Integrity (INTEGRITY)

Our purpose is to do what is right, not only in the sight of the Lord, but also in the sight of others. 2 Corinthians 8:21 (GNT)

In all that we do, with our partners, supporters and each other, we demonstrate honesty, transparency and integrity as though representing the Lord.

6. Embrace And Drive Change (INNOVATION)

'Well done, you good and faithful servant!' said his master. 'You have been faithful in managing small amounts, so I will put you in charge of large amounts. Come on in and share my happiness!' Matthew 25:21 (GNT)

We seek out and implement ways to improve our effectiveness, so that the resources we have can be used for greatest impact.