

ChildFund Sport for Development - Programs Coordinator

As the ChildFund Sport for Development - Programs Coordinator, you will i) enable high-quality program impact through partners; ii) ensure timely and accurate communication, coordination and reporting with partners; iii) provide management and HR leadership across multiple countries and ; iv) support learning and representation.

KEY DUTIES	QUALIFICATIONS AND EXPERIENCE	SKILLS
<p>Program Impact</p> <ul style="list-style-type: none"> • Ensure program protocols are implemented and evidenced; • Ensure appropriate technical resources are coordinated to deliver on commitments; • Ensure clear documentation of required project cycle management records, meeting both internal and external requirements; • Ensure learning, reporting and risk management processes are followed systematically; • Ensure partnership management meets required standards and protocols. <p>Communication, Coordination and Reporting</p> <ul style="list-style-type: none"> • Coordinate country teams and partners to ensure consistency of practice; • Support the Sport for Development team, through Partnerships Coordinators, to maintain clear and consistent communication with partners; • Ensure coordinated, timely and accurate information is provided to country leads and partners; • Ensure communication and coordination platforms are regularly updated; • Maintain detailed records of process and decisions and be accountable to those decisions; • Ensure alignment across project management and process functions; • Ensure donor commitments are communicated and completed in a timely fashion, including reporting; • Support business development opportunities that enable ChildFund to increase impact in the sector. <p>Management Leadership</p> <ul style="list-style-type: none"> • Provide leadership for assigned Partnership Coordinators; • Ensure regular reporting check-ins are effective and documented; • Ensure compliance with management processes across multiple country and partner systems; • Support Partnership Coordinators' professional development; • Ensure all Partnerships Coordinators are supported in-line with relevant organisational policies. <p>Representation and Learning</p> <ul style="list-style-type: none"> • Ensure appropriate representation, utilising ChildFund Sport for Development expertise, with National Sports Federations, Local Organising Committees, Governments and Managing Contractors to build sector credibility; • Ensure national partners are authentically positioned in representation opportunities; • Support organisational learning linked to different operating modalities; • Share lessons learned across the Sport for Development Team and take on lessons learned from across the organisation to support improvements in practice. 	<ul style="list-style-type: none"> • Relevant university qualification with at least 10 years of relevant experience; • Strong project management skills including budgets and risk management processes; • Proven experience in delivering high-quality child and youth participation and/or social and emotional learning programming, with Sport for Development programming experience an advantage; • Successful team management experience; • Track record of building transformative national and regional partnerships, and creating an environment that enables national partners to grow; • Grant management and reporting experience; • Fluent in written and verbal English with additional relevant languages an advantage. <p>You are expected to remain alert and responsive to any child safeguarding and Sexual Exploitation, Abuse or Harassment (SEAH) risks and conduct yourself in a manner consistent with Child Safeguarding and Prevention of SEAH Policies.</p>	<p>Strong leader, with excellent organisational and project management skills</p> <p>Excellent stakeholder manager and communicator</p> <p>Supporting others to achieve goals</p> <p>Understands communications, media and related protocols</p> <p>Effective under pressure and with competing priorities</p> <p>Creative thinker and motivator</p> <p>Sensitivity to working in cross-cultural environments</p> <p>IT use for productivity and communications</p>
<p>Department: Sport for Development Team</p> <p>Location: Open to discussion - South-East Asia preferred (Laos, Vietnam, Cambodia, Thailand, Cambodia and Philippines)</p> <p>Employment: Full-time to June 2023 (possibility of extension)</p> <p>Reports to: Sport for Development Global Programs and Partnerships Manager</p> <p>Other Information: Regular travel required (pending COVID restrictions)</p>		
<p>CHILDFUND AUSTRALIA'S VALUES COMMIT TO: Respect, Integrity, Collaboration, Change, Empowerment and Excellence</p>		

Organisational Context

ChildFund Sport for Development partners to provide children and young people with opportunities to play, learn, and lead.

Through integrated sport and life skills learning, young people from vulnerable communities develop critical social and emotional skills which help them achieve personal goals, build empathy, manage emotions, develop positive relationships, and make responsible decisions. This makes them better equipped to overcome challenges, inspire positive social change, and take active leadership roles within their communities.

All partnerships contribute to building an equitable and inclusive future, where children are safe from violence — reflecting targets within the UN Sustainable Development Goals.

The ChildFund Sport for Development Team also works with sports partners around the globe to ensure that the safeguarding of children and vulnerable adults in sport is a priority.

ChildFund Sport for Development is led by ChildFund Australia, an independent international development organisation that works to reduce poverty for children in developing communities and a member of the ChildFund Alliance - a global network of 12 organisations which assists almost 23 million children and their families in 70 countries.

OUR VISION

OUR MISSION

A world without poverty where all children and young people can say: “I am safe. I am educated. I contribute. I have a future.”

We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

For more information, visit our website at www.childfunds4d.org

At ChildFund Australia you will be contributing to every child being able to say: “I am safe. I am educated. I am heard. I have a future.”