

PROGRAM OFFICER JOB DESCRIPTION

Key Position Information	
Job title	Program Officer
Reports to	Chief Operating Officer
Location	North Sydney, Australia (3 days work from home and 2 days in the office)
Salary package	\$55k - \$60k per annum plus super depending on experience level. In addition to this, successful candidate will be eligible for Mobile allowance, Leave loading and Salary packaging benefit of up to \$18,640 in tax free income
Hours	Full Time
Duration	Permanent
Review	Subject to performance review against agreed indicators
Purpose	Action on Poverty exists to empower changemakers to break the cycle of poverty. AOP achieves this through having impactful programs in Asia, Africa and the Pacific. The purpose of this role is to provide support to the team that is responsible for ensuring our programs are most effective and run in the most efficient way. The Program Officer works closely with the Chief Operating Officer and Program Team to ensure that standards and procedures set out in relevant AOP documents are followed across the program portfolio and provide support in all areas of Program team's work as needed.
Key relationships	COO, Program Effectiveness Team, Partner Effectiveness Team
Qualifications and experience	<ul style="list-style-type: none"> • Two years relevant work experience desirable but open for university graduates to apply; • Experience in project/policy administration in the not for profit or corporate sector; • Proficient using Microsoft products and other information management and IT communications platforms; • A high level of written and oral communication skill • Excellent attention to detail • Bachelor's degree
Personal Characteristics	<ul style="list-style-type: none"> • The highest levels of integrity; • Be a team player; • Have passion and enthusiasm for the work we do in the sector; • Be collaborative yet able to work effectively independently.
Policy & Conduct	All employees of Action on Poverty make a personal commitment to the organisation's mission and values, and indicate this by signing Action on Poverty's Staff Code of Conduct. It is expected that personal and professional conduct will be consistent with all

	<p>expectations set out in Action on Poverty's policies and Employee Manual. Action on Poverty is</p> <ul style="list-style-type: none"> • An equal opportunity employer • A child-safe organisation; and, • That the successful candidate will be subject to reference checks, a police check, and a working with children check.
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About Action on Poverty	
<p>About us</p>	<p>Action on Poverty (AOP) is a secular, not-for-profit non-government organisation (NGO), founded in Australia in 1968 and incorporated in the state of NSW in 1983. AOP supports Programs in Africa, the South Pacific, Southeast Asia and South Asia. Working in partnership with others is a key feature of our work. We focus on strengthening and empowering local NGOs civil society groups in developing countries so that they can better meet their own aspirations.</p> <p>AOP holds full accreditation with the Australian Government and is a signatory to the Australian Council for International Development (ACFID) Code of Conduct, which requires high standards of corporate governance, public accountability and financial management to be in place.</p> <p>AOP's Strategic Plan for 2021-24 outlines three strategic objectives:</p> <p><i>1. Inspire</i></p> <p><i>AOP is present and active in the sector as a thought leader on international poverty-related issues, building networks and reputation that inspires new and existing changemakers to take action on poverty.</i></p> <p><i>2. Quality, Effective Programs</i></p> <p><i>Programs are evidence-based, to achieve measurable impact on reducing poverty. Programs are delivered through mutually beneficial partnerships that encourage good practice, shared learning, and experimentation.</i></p> <p><i>3. Sustain</i></p> <p><i>AOP invests in its people, systems, governance, and risk management to ensure sustainability and continue to deliver its mission long-term.</i></p> <p>Our work is funded by contributions made from the Australian public and from the Department of Foreign Affairs and Trade (DFAT) through the Australian NGO Corporation Program (ANCP).</p>
<p>Our vision</p>	<p>For all people to transcend the injustice, indignity and inequality of entrenched poverty.</p>

Our mission	Empowering changemakers to break the cycle of poverty.
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Principal Accountabilities	
Provide effective support to Program Portfolio	<ul style="list-style-type: none"> Assist the Program Effectiveness Team with project management cycle as directed; Assist in the organisation of learning and networking events for Partners including undertaking training on AOP policy; Support Program related Committees as required: organising logistics (catering, materials etc); Taking notes; and preparing Minutes for approval (note some out of hours availability may be required).
Day to day Project management in line with process outlined in AOP Operations Manual.	<ul style="list-style-type: none"> Assisting the program team with research and writing tasks and preparation of documents and materials; Working with the Program team, ensure that projects are developed in line with the processes outlined in the AOP Operations Manual and Program Management manual. Including the use of AOP guidelines, checklists, templates, risk management tools and other quality assurance frameworks; Contribute to developing workplans and monitoring and evaluation schedules in collaboration with the Program Effectiveness Team.
Administrative Support	<ul style="list-style-type: none"> Assists Senior Management Team in coordinating and preparing for meetings, events, and presentations. Responsibilities include scheduling meetings, booking rooms, taking notes, preparing slides, and summarizing meeting results; Make Program related travel arrangements, assist in organising travel bookings, visas, accommodation and logistics as requested; Liaise with contractors and coordinate work in line with approved Terms of Reference (TOR's); Logistics and support to arrange regional learning workshops and meetings as required; Provide administrative support for hiring actions and onboarding of new staff, consultants, and volunteers.
Track approved project activities and coordinate project financial reporting.	<ul style="list-style-type: none"> Contribute to project budgeting and financial management; Track on-going activities of partners, consultants and other external service providers, to ensure all program activities and reports are delivered at high quality, making the most effective and efficient use of program resources.
Knowledge and Information Management	<ul style="list-style-type: none"> Assist Program Effectiveness Team to maintain project files in line with AOP protocols and standards; Update and maintain Project databases as required; Assist Senior Managers to ensure Program documents are filed electronically in accordance with AOP policy. Work with Program team to ensure learning from M&E is shared widely and incorporated into future workplans.
AOP policy and practice compliance.	<ul style="list-style-type: none"> Review AOP existing Policies from time to time; Update AOP Policy data-base on program related policy status;

<p>Communications engagement as required</p>	<ul style="list-style-type: none">• Contribute to developing material for AOP communications such as annual reports;• Participate at approved professional forums, meetings and/or conferences;• Liaise with staff from other agencies;• Liaise with Communications Manager and partners to contribute to feature articles, success stories, best practices and lessons learned from partners/beneficiaries;• Coordinate with Program team for compliance with donors branding guidelines; communications and outreach requirements to enhance the visibility of the donors' international activities and initiatives;• Support with the contract management for Volunteers: (in conjunction with relevant staff);• Undertake any other duties as discussed and agreed with senior management.
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