

PRODUCT MANAGER TERMS OF REFERENCE

| Key Position Information | |
|--------------------------------------|---|
| Job title | Product Manager |
| Reports to | Chief Operating Officer |
| Location | Sydney |
| Hours | 10 – 15 hours per week |
| Duration | 14 August 2023 – 30 June 2024 |
| 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 help AOP launch a new and innovative product in the market that would provide an avenue for Australians to convert their time into direct support for communities to break the cycle of poverty. |
| Key relationships | Software Development Partner, Customers, Product Advisor, COO, Corporate partners |
| Qualifications and experience | <ul style="list-style-type: none"> • At least three years relevant work experience in software development or product management; • Proficient using Microsoft products and other information management and IT communications platforms; • Demonstrated experience working with consulting teams and external stakeholders. |
| Personal Characteristics | <ul style="list-style-type: none"> • Have passion and enthusiasm for bringing a new product to market that could help reduce poverty; • Be collaborative yet able to work effectively independently; • Demonstrated ability to influence a wide range of stakeholders; • Entrepreneurial approach to problem solving; • A high level of written and oral communication skill. |
| Policy & Conduct | <p>All contractors 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 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. |

| About Action on Poverty | |
|-------------------------|--|
| About us | <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 and 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> |
| Our vision | For all people to transcend the injustice, indignity and inequality of entrenched poverty. |
| Our mission | Empowering changemakers to break the cycle of poverty. |

| Principal Accountabilities | |
|---|---|
| Strategic product vision and execution | <ul style="list-style-type: none"> • Create mission statement for product launch and forecast performance in individual channels; • Familiarize yourself with the product components and its potential impact on the market as a whole; |

| | |
|--|--|
| | <ul style="list-style-type: none"> • Work closely with the software development team to communicate the product design requirements, aligned with AOP's strategic mission. |
| Effective management of the go-to-market strategy | <ul style="list-style-type: none"> • Oversee the product line's life cycle and anticipate any problems; • Evaluate market competition and position the product line so that it appeals to consumers; • Prepare the product launch to align with consumers' buying patterns; • Develop and communicate a go-to-market strategy to the wider AOP team. |
| Marketing engagement | <ul style="list-style-type: none"> • Liaise with AOP's Communications Manager and local partners to contribute to product articles, success stories, best practices and lessons learned from the partner/beneficiaries; • Coordinate with the program team for compliance with donors branding guidelines; communications and outreach requirements to enhance the compliance of the application; • Practice professionalism during production roll-out and maintain confidentiality where necessary. |

Application information

To apply, please submit your CV and Cover letter to hr@actiononpoverty.org with Subject – Product Manager

Applications close 28 July 2023