

Program Manager Position Description

Reporting to:	Head of Global Programs	Work location:	Australia
Department:	International Programs	Budget holder:	Yes
Team:	Global Programs	Direct reports:	No

Role Purpose

This role supports Save the Children Australia's global program ambition for children by assisting our work in the Country Offices managed by Save the Children International.

Reporting to the Head of Global Programs, the Program Manager will manage a portfolio of development and humanitarian programs. The role will also support business development including liaising with our Business Development Unit to identify opportunities and secure funding for global programming.

The role will raise the profile of Save the Children's work, help ensure that SCI Country Offices effectively manage projects, provide an interface for SC Australia with SCI and contribute to operational effectiveness, financial sustainability, and program quality.

Key Areas of Accountability

Role requirements

Program Oversight & Support 60%

- Ensure the efficient and effective management of all programs in the assigned portfolio, in line with agreed plans and budgets, including:
 - Establish subgrants with SCI and other Members (Award Management System functions, Member to Member agreements, and other contracting).
 - Ensure, donor and SCA policy compliance, throughout the project lifecycle. Maintain a strong understanding of donor compliance requirements for key accounts and ensure COs are well-informed on compliance.
 - Risk assessment, mitigation and reporting – including representing the global portfolio in SC Australia's Program Risk Committee.
 - Quality and implementation oversight, including in-country and partner monitoring.
 - Issues tracking and resolution.
 - Financial tracking oversight and decision-making as the budget owner.
 - Project progress review, including donor facing reports.
 - Information management, including in AMS and SharePoint to ensure donor accreditation compliance is verifiable.
 - Donor communications and relations for specified accounts. (except for key accounts).
 - Timely close-out and audits.
- Establish linkages and work effectively with SC Country Offices, SCI counterparts and SC Members to ensure effective program delivery.
- In line with SC Australia's Program Implementation Manual and SCI's Right First Time Award Management matrix, ensure processes to promote strong program management, including:
 - All opportunities, proposals, contracts and amendments with donors are processed and approved via AMS and that the system always represents current award status;
 - All partners are vetted and assessed, and sub-award agreements and implementation evidence are well-managed in AMS by Country Offices;
 - All relevant grant management documentation is in AMS and retained as part of the award audit trail; and
 - Managing time effectively to ensure recovery targets are achieved and team workloads are as equitable as possible.

- Work closely with colleagues in the Department and cross-functional teams, including Program Quality & Impact, Humanitarian, Business Development and Award Management & Compliance, Finance Accounting, Risks and Supporter Engagement teams to ensure that the assigned portfolio receives the appropriate level of support.

Financial and Operational Oversight 20%

- Participate in budgeting and financial management activities across the team.
- Ensure sound financial management process: accurate forecasting, expenditure monitoring, management of variances and control gaps, tight control on operating costs.
- Ensure efficient and proper use of funds and assets, in compliance with SC Australia and donor policies and procedures for financial control and reporting.
- Ensure timely quality program and financial reporting, in line with internal and donor requirements.
- Identify and effectively manage financial risks associated with delivering the program portfolio.

Stakeholder Relationships

- Build the organisation's profile by representing the organisation with prospective donors and relevant stakeholders.
- Support the organisation's fundraising and brand awareness goals by working closely with the Supporter Engagement Department and program information to support brand building and promote ongoing donor engagement.
- Build strong and effective relationships with non-government agencies, professional networks and community partners.
- Develop and maintain strong relationships with regional and global colleagues to work together towards shared priorities and goals.
- Participate proactively in all organisational requirements including donor accreditations, audits, training and development and continuous improvement activities.
- Deal effectively and efficiently with internal stakeholders to ensure timely resolution of issues.

Business Development 20%

- Interface between SCI COs and SC Australia on existing portfolio, continuation funding, business development priorities, alignment with SC Australia and CO strategy.

Advocacy and Media

- Seek opportunities to advocate on behalf of children's rights and to promote SC Australia in collaboration with the Media Team.

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people

- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

Person Specification

Essential knowledge or experience

- Demonstrated experience of project planning, monitoring and reporting.
- Grant and / contract and award management experience.
- Financial management experience, including management of budgets, instituting financial controls, and all aspects of grant management.
- Well-developed relationship building, negotiating and interpersonal skills.
- Results oriented with a demonstrated ability to think strategically, analyse complex information and offer creative, practical solutions.
- Initiative, flexibility and ability to work independently as well as in a team.
- Culturally aware.
- Resilience and personal circumstances to be able to travel within Australia and internationally as required.
- Commitment to Save the Children's purpose and values.

Desirable knowledge or experience

- Demonstrated experience in representation and fundraising.
- Experience in risk management.
- Sound understanding of the child rights approach to development.

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence: Not required

Travel: Required

Working with Children Check: Required

Assets: Laptop