

Project and Award Coordinator Position Description

Reporting to:	Pacific Program Operations Director	Work location:	flexible
Department:	International Programs	Budget holder:	no
Team:	Pacific Regional Team	Direct reports:	Nil

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

The Project and Award Coordinator is a pivotal Head Office role to support Save the Children Australia's Pacific development and humanitarian programs with award and project support. The role reports to the Pacific Program Operations Director and works closely with senior portfolio leads, Country Offices (COs) and other members of the Save the Children movement to support the development, delivery, and monitoring of selected international projects in the Pacific region.

The Project and Award Coordinator is accountable for:

- Establishing and maintaining key controls to support effective management of the funding portfolio and compliance with donor requirements
- Ensuring that accurate and up-to-date data is captured in the Award Management System (AMS)
- Undertaking analysis and reporting of performance
- Liaising with Country Offices, cross-functional teams and other key stakeholders to ensure award management is well coordinated.

Here your skills will be valued

Role requirements

Award management

- Set up and manage awards on the AMS, ensuring pipeline and award records are accurate at all times
- Support all stages of the award management cycle, from opportunity to close-out, in accordance with Save the Children Australia's Program Implementation Manual (PIM)
- Ensure all necessary project documentation is stored promptly and retained as part of the award audit trail
- Monitor and analyse project budgets and provide input into budget development, monitoring, and forecasting
- Support overall program monitoring, including risk management, ensuring issues are promptly recorded and appropriately escalated
- Manage time effectively to ensure team recovery and utilisation targets are achieved
- Support emergency responses and preparedness in the Pacific, as required
- Provide support to international programs through monitoring trips, as required
- Provide input on internal projects led by the Pacific Program Operations Team, as required
- Undertake other duties as directed by the Pacific Program Operations Director

Donor compliance

- Review contracts and prepare project kick-off and close-out information for COs
- Ensure all appropriate donor formats are available in-country and that key contributing staff understand donor requirements and expectations at the proposal, kick-off, amendment, reporting, close-out and audit stages of awards

- Ensure potential programmatic and financial issues and amendment requests are flagged promptly to senior managers
- Work with internal and external auditors as necessary
- Support the Pacific Program Operations Team reviews of procedures and compliance across Save the Children Australia's Pacific portfolio.

Partnerships

- Work with relevant program personnel at Head Office and COs to ensure all implementing partners are vetted, contracted with compliant agreements and that monitoring systems are in place to meet donor expectations and requirements
- Work with relevant program personnel to ensure relevant donor requirements are effectively communicated and understood by implementing partners

Program development and support

- Deploy to COs, where required, to directly support business development, project implementation and/or capacity strengthening
- Support business development processes where required
- Help to drive awards capacity strengthening and sustainability in COs
- Contribute to capacity building plans, localisation and succession planning for awards functions in the Pacific

Health, safety, security and risk management

- Model safe behaviour by following all workplace policies, procedures, work instructions and training
- Work safely at all times and consider the impact of your work practices on your own and others' physical safety and psychological wellbeing.
- Report all incidents, injuries and potential hazards in a timely manner
- Take part in safety activities and improvements, contribute to a culture that supports physical and psychological health.
- Identify, document and manage risks in your programs and work environment, putting controls in place to reduce physical and psychological harm.

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 Policy](#) & [Code of Conduct](#)
- 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
- Ensure staff have completed background checks and are trained in child safeguarding in line with organisational and program requirements

All roles at Save the Children contribute to our impact for children.

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Being a leader at Save the Children Australia means leading with heart, enabling others, and delivering results. Leaders are expected to uphold, and role model the behaviours outlined in our Leadership Framework.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

Essential knowledge or experience

- Project and award management skills and experience
- Demonstrated strong financial literacy and proven skills in budget monitoring, proficient use of Excel
- Outstanding organisational and time management skills
- Ability to identify and manage organisational and operational risks
- Highly developed verbal and written communication skills, including report writing
- Excellent interpersonal skills and cultural awareness with ability to build relationships quickly
- A proven ability to deal effectively with change and to work under pressure to deadlines

Desirable knowledge or experience

- Experience with grant management systems
- Previous experience working in the development and/or humanitarian sectors
- Previous experience working in a Pacific and/or Asia context
- Understanding of INGOs, Australian Aid, and multilateral organisations

Required qualifications and/or accreditations

- Undergraduate degree in a relevant discipline is preferred

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and, where required, 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:	Some may be required
Working with Children Check:	Required	Assets:	Laptop
Classification level:	Individual agreement		