

Manager – Australian Regional Leadership Initiative (ARLI) Delegations

Position Description

Reporting to:	Head of Government Relations	Work location:	Melbourne or Canberra
Department:	Office of the CEO	Budget holder:	Yes
Team:	Government Relations	Direct reports:	0

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.

Are you a people person with a deep understanding of international aid and development and insight into Australian politics and policy-making? Do you enjoy international travel, can you think on your feet, be doggedly persistent about finding solutions to problems, and are you happy to roll up your sleeves to do what's needed to get a job done? If so, you could be the perfect fit to be the next Manager, Australian Regional Leadership Initiative (ARLI) Delegations.

ARLI is a flagship strategic project for Save the Children Australia, and as a core member of the ARLI team you will have responsibility for helping to engage and educate Australian parliamentarians, philanthropists, and influential stakeholders on the impact and value of Australia's foreign aid and development programs. Funded by the Gates Foundation and running since 2015, the centrepiece of ARLI is the delivery of small, cross-party delegations of MPs to witness aid programs in action across our region (and occasionally beyond!) Successful design and delivery of these delegations requires working effectively with diverse stakeholders, including government, the Australian Parliament, international aid and development partners, and Save the Children's country offices in order to develop powerful itineraries and deliver seamless in-country experiences.

Reporting to the Head of Government Relations and ARLI, this role works closely with the Office of the CEO and International Programs teams, as well as the Department of Foreign Affairs and Trade (DFAT) and partners in the aid and development sector. Your focus will be to design and deliver well-calibrated and highly impactful program itineraries for select MPs and others, showcasing the effectiveness of Australia's aid efforts in the Asia-Pacific region. This role requires frequent travel, meticulous program planning, detailed pre-visit briefings, and active involvement in post-visit follow-ups to ensure meaningful outcomes and long-term impact.

The position will also provide support on key policy and advocacy projects, as directed.

Here your skills will be valued

Role requirements

Project Management

- Develop a project plan for future delegations (normally two per year), including identifying key stakeholders to invite.
- Design well-modulated, impactful 4-5 day program itineraries for each delegation, working with a wide range of internal and external stakeholders, including the aid and development sector, multilateral institutions, the Australian Council for International Development (ACFID), Save the Children country offices and the Department of Foreign Affairs and Trade.

- Support the CEO (or other member of the Executive) to lead the delegation and ensure seamless and professional delivery of program visits.
- Contribute to mapping, and continuous review and updating of, the attitudes and influence of Australian parliamentarians, philanthropists and others in relation to Australia's aid and development program.
- Contribute to the development of detailed plans for post-visit activities designed to establish ARLI delegates as 'champions for aid'.
- Develop key relationships at Australian Missions across the Asia Pacific region to coordinate Australian MPs visiting aid programs as part of planned government trips.
- Oversee the work of the ARLI Advisory Committee.

Policy

- Contribute to the provision of advice to internal stakeholders on appropriate and effective communication with government stakeholders in relation to Australia's aid and development policy.
- Monitor and analyse policy and legislative developments and develop responses as appropriate.

Advocacy

- Identify and analyse advocacy opportunities, including for key multilateral replenishments, and contribute to the development and implementation of strategic communications plans.
- Provide advice on submissions for inquiries and consultations and assist in representing the organisation in presenting such submissions during hearings.
- Identify opportunities for partnerships with other organisations that will enhance ARLI specifically and Save the Children's advocacy work more broadly.

Accountability

- Work closely with the primary grant recipient, Save the Children UK, and the Gates Foundation to ensure a high degree of communication transparency and accountability and that all Primary Investment Outcomes and Investment Outputs are met. This includes attending regular meetings and preparing quarterly and annual narrative and financial reports,
- Contribute to the preparation of strategic Save the Children documents including Annual Business Plans, Annual Report, Board Reports, and AGM materials.
- Contribute to Save the Children Australia's short, medium and longer-term strategic objectives and alignment with the organisational strategy.
- Identify opportunities for growth of Save the Children Australia's policy and advocacy capacity, including identifying and attracting philanthropic and other grant opportunities.

Media

- Assist the Media Advisers to develop and implement communications plans, media statements and communications materials to promote ARLI and ARLI visits.
- Monitor relevant media to ensure any ARLI-related issues that arise are managed effectively.

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

Leadership

- Ensure staff have completed all required training and have up-to-date background and working with children checks

- Lead and promote a culture of strong governance promoting employee health, safety and security and operational risk management
- Show leadership towards health and safety awareness and improvements

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

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.

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 personal strengths & Skills

- Outstanding rapport building, networking & relationship building abilities.
- Influencing skills
- Strong project, time management and organisational skills.
- Highly developed written and oral communication skills.
- Excellent presentation and public speaking skills.
- Proven research skills.
- Highly developed analytical skills.
- High levels of attention to detail and quality.
- Computer literacy.

Knowledge or Experience

- Demonstrated experience and understanding of Australia's political landscape, government and government processes.
- Demonstrated experience and expertise in policy development, research and advocacy, preferably in relation to aid and development policy.
- Previous experience in a high-level policy, advocacy or Ministerial advisory role, is highly desirable.
- Genuine interest in travel to developing countries and working with local communities.

Desirable qualifications and/or accreditations

- Tertiary qualification/s in relevant & related disciplines such as international relations, advocacy, marketing and communications, or politics.

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:** High (National and International)

Working with Children Check: Required **Assets:** Laptop, Mobile Phone