

ROLE PURPOSE: Global ODA Program Coordinator



Our Vision

We see a world in which no person is needlessly blind or vision impaired.



Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can always exercise their right to sight and good health.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

At The Fred Hollows Foundation we offer a career where your talent and energy will help many see tomorrow.

How we value your contribution:

Remuneration package

We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Leave

You will have access to 20 days of paid annual leave each year (pro-rated for part-time employees). You will also receive 5 days paid leave (pro-rated for part-time employees) between the Christmas and New Year period and other types of leave such as personal (sick or carers') leave, paid parental leave, and compassionate leave.

Performance & development

Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning & development

Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership

Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Study support

We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

Recognition

Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible work arrangement

You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Health & safety

We are committed to supporting your health, safety and wellbeing. If required, you and your family will have access to free external, professional and confidential counselling assistance if you need help with personal, family or employment related matters.

To work in the Foundation you will:

- Be eligible to work, without sponsorship where the role is located.
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions which are identified as working with children.



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

ROLE PURPOSE



Role Title: Global ODA Program Coordinator

Division: Public Affairs

Location: London

Date: May 2021

Employment type: Full time, Permanent

Reports to: Global ODA Program Manager

Number of direct reports: 0

Leadership Band: Leads self

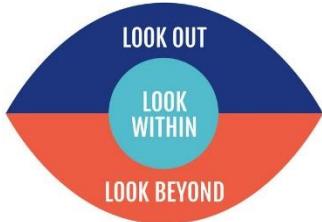
Purpose of the role:

The Global ODA Program Coordinator provides direct support to the Global ODA Program Manager in the development and implementation of the organisational ODA strategy. They will identify and analyse ODA (and other institutional donor) funding trends and opportunities globally which can potentially lead to funding for The Foundation. They will also help identify and facilitate relevant partnerships with other implementing organisations (INGOs, managing contractors, research institutes, private sector?), for which eye health could be integrated into and provide support in positioning the organisation as a key supplier and partner to both these donors and implementing organisations. They will act as direct general support to enable the implementation of the UK and Europe ODA strategy.

The Global ODA Program Coordinator will be responsible for:

1. **Coordinating the systematic identification and mapping** of funding trends, innovations and opportunities with ODA/institutional donors and potential partners and providing analysis on where the entry points and opportunities are for The Foundation.
2. **Coordinating and disseminate information** to relevant teams across The Foundation and work with the GD team to manage bid processes for ODA donors and other supportive documentation as required
3. **Supporting the management of a pipeline** of both reactive (known open call for proposal opportunities) and proactive/unsolicited opportunities in close consultation with donor relationship managers, grant development and program development teams
4. **Supporting and documenting approaches and strategies for engagement** with ODA/institutional donors or implementing partners and
5. **Supporting the** development of capability statements or other products to engage ODA/institutional donors and partners.
6. **Developing and writing** donor proposals
7. **Directly supporting the Head of Development (UK & Europe)** in the implementation of his regional ODA strategy
8. **Other areas** as directed by management, relevant to the Strategic Initiatives team and Public Affairs Division.

Our Capabilities:



Essential Experience:

- Demonstrated experience in identifying and securing funding opportunities from ODA/institutional donors (particularly UK FCDO and USAID) for international development projects (preferably in public health)
 - Demonstrated stakeholder and partnership engagement experience both internal and external
 - Experience synthesising technical information to write effective donor proposals, capability statements or other relevant products
- Demonstrated initiative and resourcefulness to identify and solve issues proactively
- Excellent Microsoft office skills (focus on Outlook, Word, Excel and PowerPoint).

As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Skills:

- Excellent interpersonal skills with the ability to manage a wide variety of diverse relationships utilising a collaborative and consultative approach to communication
- Outstanding written and verbal communication skills, with the ability to produce clear and articulate written content and verbally communicate complex information to senior colleagues quickly and effectively
- An ability to pro-actively engage with and influence a range of internal stakeholders including senior leaders of other teams
- Well organised, flexible and proficient multi tasker with high-level organisational and time management skills
- Attention to detail as the basis for written work and in liaising with internal and external stakeholders
- Ability to work independently with limited supervision, and as part of a small team
- Strong business acumen to identify new income opportunities.

Desirable Experience:

- Fundraising experience in a fast paced, growth oriented organisation
- Experience working in an INGO, managing contractor or ODA/institutional donor and particularly in public health sector projects
- Demonstrated understanding of a business operations environment
- Demonstrated understanding of a sales environment
- Experience working with a database or CRM, and website CMS.
- Exposure working in a global context
- EC and European experience with these donors

Qualifications:

Tertiary qualification in International Development, Business Administration, Marketing, Communications or similar field

Travel:

Domestic and international travel may be required

The position involves:

This position does involve “Working with Children” either direct or indirect.

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.