

# ROLE PURPOSE

**Role Title:**

Program Coordinator (PC),  
Indigenous Australia Program  
(IAP).

**Division:**

Indigenous Australia Program  
(IAP)

**Location:** QLD**Date:** Dec 2023

**Employment type:** Full time,  
permanent.

**Reports to:** IAP Team Leader

**Number of direct  
reports:** nil

**Leadership Band:**  
Leads self

**Purpose of the role:**

The **Program Coordinator (PC)** is accountable for the design and delivery (via Partner relationships and agreements) of programs within the Indigenous Australia Program Strategy Plan.

The **PC** works to establish and coordinate key partnerships to ensure effective program management and delivery takes place on time, within budget, and in line with the strong charter and principles that are held within the Indigenous Australia Program.

**Key areas of accountability include:**

1. Collaborating with partners to design and manage high-quality programs, overseeing implementation, monitoring, and evaluation, and managing partner funding agreements.
2. Ensure that program activities are culturally appropriate, especially in the context of Indigenous programs.
3. Engaging partners across disciplines, serving as the main point of contact, and coordinating reports and accountabilities.
4. Managing project budgets and contributing to annual budget development.
5. Identifying, reporting, monitoring, and mitigating risks within projects and partnerships.
6. Preparing high-quality reports for management and donors, including field visit reports, quarterly and annual reporting.
7. Contributing to overall team objectives, to foster a culture of engagement and collaboration.
8. Collaborating with other teams to ensure effective communication and alignment of processes
9. Staying informed about industry trends and issues and proactively acquiring information to meet program objectives.
10. Professionally representing the organisation and advocating for its goals in existing regional coalitions.
11. Undertaking additional tasks as requested to contribute to the success of The Foundation.

**Our Capabilities:****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.

**Essential Experience:**

- Demonstrated ability to successfully collaborate with Aboriginal and Torres Strait Islander peoples and a strong understanding and working.
- Experience and demonstrated ability to effectively manage programs, including program development, implementation, monitoring, reporting and evaluation experience.
- Strong experience in contract management, risk management and compliance, budget development and budget management.
- Knowledge of public health systems, community development and/or eye health within the context of Aboriginal and Torres Strait Islanders.
- Demonstrated ability to maintain positive public relations with external stakeholders and partners.
- Ability to develop, maintain and influence effective internal relationships that assist with program development and delivery outcomes.

**Skills:**

- A team player who has a proven ability to build and maintain internal relationships and external partnerships.
- The ability to gain positive outcomes while working flexibly and being adaptive,
- Excellent written and verbal communication skills.

**Desirable Experience:**

- Technical knowledge in eye health.
- Previous experience working in partnership with Aboriginal and Torres Strait Islander peoples and organisations.
- Understanding of the challenges to accessing eye health care services.

- Demonstrated ability to work in diverse environments in a culturally appropriate manner.
- Initiative and demonstrated drive to achieve results.
- Strong monitoring and evaluation, analytical, and program effectiveness skills.

#### Qualifications:

Degree or equivalent, relevant experience in a related field (such as program management, community development, public health etc) regarded but not required.

#### Travel:

Domestic (sometimes to remote locations), as required.

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

#### The position involves:

This position is recognised as having “Contact with Children” either direct or indirect (***note: all positions are classified as having indirect or incidental contact with children***)

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.

#### To work in The Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children