

ROLE PURPOSE



Role Title: Partnerships Support Coordinator

Division: Program, Quality & Effectiveness

Location: Asia, Africa or UK

Date: June 2026

Employment type: Full time, fixed term with flexible work arrangement

Reports to: Partnerships Lead

Number of direct reports: 0

Leadership Band: Leads Self

Purpose of the role:

The Partnerships Support Coordinator is accountable for supporting country offices in the implementation of partnership frameworks/processes and systems related to the program and partnership cycle. Specifically, this role ensures the implementation of global risk management practices including risk screening, due diligence and embedding The Foundation's enterprise risk management framework within programs and within partner practice. Their work consciously contributes to strengthening implementing partners, ensuring processes are agile, streamlined, and respond to local contexts.

The Partnerships Support Coordinator will own the outcomes of:

1. In coordination with the Partnership Lead engage country teams, and partners where appropriate, on partnership related processes ensuring their socialisation and utilisation and seeking necessary feedback and input into the development of new processes.
2. Ensure that risk, partner appraisal and integrated due diligence requirements are effectively addressed in all relevant stages of the partnership and program cycle, providing technical support and guidance to support this.
3. , Conducting periodic monitoring of partner capacity strengthening activities and learning action plans to ensure quality and assurance. .
4. Consciously contribute to organisational strengthening of implementing partners, in ways that enable sustainability and autonomy and in alignment with the partnership principles.
5. Support the Partnership Lead in facilitating partner engagement and feedback initiatives, contributing to the analysis of results and tracking of agreed actions.
6. Ensure partner capacity related data is up to date in the agreed system and country and global offices have the correct information in order to inform wider initiatives and decision making.
7. Support country teams in implementation of the partner capacity strengthening plans.
8. Engage country teams and partners in supporting the effective execution of risk management across programs.
9. Build capability within and across teams to drive a culture of engagement and collaboration within The Foundation.
10. Other tasks as requested by your manager.

Ways of Working:

- **Act as a 'Critical Friend':** provide advice and guidance when requested, and act as a sounding board for ideas, challenges and opportunities.
- **Work in solidarity:** align support with priorities and goals of country teams and implementing partners.
- **Adopt a 'support team' philosophy:** Adopt a support team approach, ensuring your role remains collaborative and does not overstep into leadership or decision-making.
- **Prioritise local ways of working:** Tailor working methods to align with the preferences and needs of country teams and partners.
- **Champion locally led approaches:** Advocate for country teams and implementing partner organisations and actively seek opportunities for local leadership.
- **Availability and responsiveness:** As much as possible, be available to country teams at times at times that work for them, and respond to requests in a timely manner, respecting the time constraints of country teams.
- **Yield Power and Avoid Directive Approaches:** Look for opportunities to yield power, encourage respectful and constructive discussion while avoiding instructing or coercing country teams or partners, respecting that all final programming decisions sit with the Countries.
- **Challenge Hierarchical Processes:** Identify and challenge practices or ways of working that reinforce social hierarchies.

Skills and Experience:

- Experience in international development and/or not-for-profit sector.
- Operational experience in working with development partners including in capability strengthening
- Strong team player
- Ability to build and maintain effective relationships at all levels
- Strong coordination and planning skills
- Analytical skills and attention to detail
- Excellent oral and written communication skills
- Proficiency in Excel
- Strong time management and prioritisation skills

Desirable Experience:

- Demonstrated experience in implementing effective risk management practices aligned to ISO31000.
- Familiarity with due diligence concepts.
- Experience in implementing new systems and approaches with diverse audiences.

Our Capabilities:**As a member of The Foundation Family you will:**

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

**Qualifications:**

Tertiary qualifications in international development, project management, risk management or similar fields

Travel:

Not 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 This position does not 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