

ROLE PURPOSE

Role Title: Program Coordinator
Indigenous Australia Program
(IAP)

Division: Programs

Location: Darwin or
Queensland preferred,
will also consider
Melbourne, or Sydney

Date: May 2025

Employment type: Full time,
Permanent preferred

Reports to: Team Leader

**Number of direct
reports:** None

Leadership Band:
Leads Self

Purpose of the role:

The **Program Coordinator (PC)** will provide support for the design and delivery of project activities, through our implementing partners, to achieve the objectives and deliverables within our Indigenous Australia Program projects and overarching strategy. The **PC** will focus on the areas of contract development and management, project monitoring and reporting and risk management and compliance, as well as:

1. Support the programs team to implement approved projects in accordance with approved Project Design Documents, work plans and annual budgets.
2. Support the Team Leader in ensuring that program activities are planned, implemented, monitored, and reported on in a timely manner. Advise the programs team on any developments that might necessitate deviation from planned activities and ensure that the Programs Manager and other relevant team members are made aware of relevant meetings, forums, etc. taking place within the partnerships.
3. Take part in partnership or coalition meetings when requested, with the intent to provide documentation of meeting content and document outcomes/ action follow ups.
4. Work with the finance team and our partners to prepare annual financial budgets, plan and monitor monthly/quarterly expenditure against budgets and ensure submission of timely accurate monthly and quarterly financial returns, and utilisation of project assets and resources.
5. Support the Team Leader in organizing and preparing any areas of work that are required for internal reporting.
6. Support IAP and the Team Leader to identify and share any compelling partner stories and case studies.
7. Other tasks as requested by your manager.

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:

- Minimum of 3 years of working experience, preferably in a similar context.
- Knowledge of end-to-end project management principles in a Program context, including budgeting and reporting.
- The ability to work in a diverse work environment.
- Proven ability to implement work systems to plan out multiple concurrent activities, keep on track and manage expectations of internal stakeholders when there are conflicts in timeframes.
- Proven ability to influence and work with multiple internal stakeholders and communicate your needs and context effectively.

Skills:

- Strong communication skills, including written and spoken, and the ability to write effectively for varied purposes and audiences.
- The ability to plan and standardise processes to maximize efficiency.
- Strong computer literacy skills in both Microsoft applications, the office suite of apps, and the ability to pick up internal program management and budgeting systems.
- Excellent problem-solving skills, demonstrate resilience and initiative when faced with challenges.
- Ability to work well with others under deadline situations and juggle several priority tasks.
- Outstanding organisational and time management skills including the ability to prioritize and multi-task.
- The ability to learn financial management principles within a program context, to be able to assist partners to produce meaningful reporting and sensor check irregularities.

Desirable Experience:

- Experience working in the Aboriginal and Torres Strait Islander health context.
- Experience in working with community-based organisations.
- Previous hands-on experience in project implementation and working through partners.
- Ability to support the development of skills and capacity including training initiatives.

Qualifications:

Bachelor's Degree or relevant experience.

Travel:

There may be domestic travel needs but not often

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 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