

**UNION AID ABROAD - APHEDA**  
**JOB DESCRIPTION**

**Position Title: National Programs Coordinator**

Union Aid Aboard-APHEDA (APHEDA) is the global justice organisation of the Australian trade union movement. We work globally in partnership for the achievement of dignity at work, social justice, economic equality and the realisation of human rights. We work to achieve this through strong unions and social movements, sustainable development programs, global solidarity, and support at times of crisis. [www.apheda.org.au](http://www.apheda.org.au)

We are looking for an experienced and highly skilled person for the position of **National Programs Coordinator** to work in our Sydney office. This position will **oversee** our organising and communications functions and **coordinate** our fundraising, governance and human resources functions. The person is part of our senior management team and plays a central role in ensuring we successfully implement our strategic plan.

**THE ROLE**

We are looking for someone who has strong skills in systems management to provide overall guidance on issues related to the governance of our Australian operations. The person we are looking for has ability to critically review and continually look for ways to improve our systems for efficiency and high standards.

This role has an overarching eye on our diverse fundraising functions and to this end, will be a creative and strategic thinker on how to re-imagine our current fundraising activities and assist our fundraising in new fields while reviewing our current strategies.

This role also has an important part to play in ensuring oversight and management of our team to help deliver on our core strategies:

- To build a large, individual activist membership across Australia that is organised, provides an independent funding base, and acts in concert with trade unions and community organisations internationally;
- To assist our team to build on our high quality international development program to provide greater support to trade union development and social movement-building internationally.

**SPECIFIC RESPONSIBILITIES**

In co-operation with the Executive Officer, as a part of the senior team, and working closely with all APHEDA staff in Australia and internationally, the **National Programs Coordinator** will:

Leadership:

- Collaborate with other senior staff members on strategy, planning, operational and budgetary matters;
- Be committed to achieving shared organisational goals;
- Oversee our organising work in Australia and supervise our organising, data management and communications staff;
- Engage with trade unions leaders in Australia and internationally where required to build support for the work of APHEDA.

#### Operational management:

1. Ensure organisational and administrative systems allow for effective governance, management and data needs;
2. Assist to ensure organisational deadlines in governance requirements are met. Governance requirements include those with the governing Committee of Management, state fundraising authorities, state and federal reporting bodies and accreditation requirements of the Department and Foreign Affairs and Trade.
3. Oversee database management and collaborate with others to fully utilise databases for improved communication and for fundraising purposes.
4. Assist the Executive Officer to ensure that risk management plans are revised as appropriate and met.

#### Fundraising:

1. Develop creative and innovative opportunities to fundraise connected to organizational strategies and goals.
2. Work with relevant staff to assist in the development and use of digital and on-line fundraising strategies as part of our communications strategy.
3. Review current fundraising strategies and work with the Executive Officer to develop strategies in line with the current Strategic Plan.
4. Oversee the implementation of whole-of-organisation fundraising activities.
5. Assist in new outreach to sponsors and work to maintain and extend fundraising support from existing funding supporters, including unions and governments.
6. Maintain systems and processes for effective monitoring and evaluation of fundraising activities;
7. Speak publicly about the work of Union Aid Abroad with potential and existing donor bodies where required.

#### Human resources management:

1. Assist the Executive Officer on functions related to recruitment, retention and development of staff in Australia.
2. Review human resource functions in Australia and in overseas offices where required.

#### Administrative:

1. Assist Chief Finance Officer to ensure the smooth-running of a small office.
2. Undertake administrative tasks related to office management if required, including for major appeals and fundraising events.
3. Volunteer coordination as required.

Other duties as directed.

#### **Key selection criteria**

- Demonstrated leadership and governance skills
- Commitment to trade union and international solidarity principles.
- A minimum of 5 years' experience either with the trade union movement or with other relevant organisations.
- Demonstrated management experience, effectively supporting staff and delivering on strategy.
- Experience in organising and communications strategies in an organization that understands and values campaigning.
- Proven ability in database and systems management with a high level of computer literacy.

- Excellent communication skills with the ability to engage people and explain complex information in a clear and articulate way, and with experience in writing submissions and proposals for funding.
- Organisational and time management skills enabling the capacity to work under pressure and to meet deadlines.
- Understanding and ability to meet all requirements related to transparent and accountable organisational governance.
- Ability to work effectively and collaboratively in a team environment.
- Good understanding of the structures of the Australian trade union movement and an ability to network with and motivate diverse union constituencies.
- Demonstrated understanding of a not-for-profit environment with limited budget and resources.

**Reports to:**

Executive Officer

**Functional relationships:**

International and local staff of Union Aid Abroad-APHEDA, local partner organisations and key supporters and activists.

**Other terms:**

- This position is based in Sydney
- 5 days/week (37.5 hours/week)
- Terms and conditions of employment are as per the Union Aid Abroad-APHEDA Enterprise Agreement, which includes 15% superannuation, salary packaging worth approximately 10% of salary and family-friendly conditions.
- The gross annual salary for this position is \$80,820 (or approx. \$89,800 with salary packaging entitlement).
- 4 weeks annual leave plus additional Xmas-New Year period.

**Application process:**

Applications should include a cover letter and a statement addressing all selection criteria. Applications that do not address all selection criteria will not be considered.

Applications close **5pm 15 May 2017**. Please send your application including a CV and application letter addressing the selection criteria to Ms Kate Lee, Executive Officer by email: [office@apheda.org.au](mailto:office@apheda.org.au).

Union Aid Abroad-APHEDA is an equal opportunity organisation. Only shortlisted candidates will be notified for interviews.