

## Effectiveness and Learning Advisor

**Classification:** SCHADS Award Level 3

**Location:** Melbourne office and hybrid preferred with flexibility negotiable

**Employment Status:** Part-time (0.6 FTE)

**Reports to:** Head of International Programs

**Manages:** Nil

**Anglican Overseas Aid (AOA)** is an overseas relief and development agency associated with the Anglican Church of Australia. We long to see dignity, equality and inclusion for those experiencing poverty and marginalisation, with an emphasis on gender and climate justice. We choose not to ignore people in need, and work with the broader Anglican community to see the world as God designed it to be, renewed and restored.

### Position purpose

In this role, you will provide critical advice on effectiveness and learning within Anglican Overseas Aid's International Programs (IP) team. You will lead the continuous improvement of AOA's international program effectiveness and learning processes and systems to ensure best practices and quality assurance in our development and humanitarian projects. This may include developing and providing advice on key processes such as project design, monitoring and evaluation, but also ensuring the implementation of key cross-cutting issues such as gender, disability, environmental and child/adult safeguarding. You will contribute to the continuous improvement of program quality, promoting learning and the applications of proven good practice across the IP team and AOA's field-based partners. You will coordinate reporting against AOA's effectiveness framework, making sense of project data based on AOA's theory of change and leading the team's annual reflections.

When working alongside AOA's field partners for all effectiveness-related tasks, you will work in a culturally sensitive way and promote the integrity of local practices. In collaboration with other members of the international programs team, you will support the development of partner capacity in the areas of climate justice, gender justice and disability inclusion. You will support activities required to maintain grant funding such as the completion of Australia NGO Co-operation Program Annual Development Plans and Performance Reports as required. You will contribute to the delivery of AOA's program by managing a discrete range of development projects and partner relationships that are closely aligned with AOA's strategy and objectives in relation to effectiveness and learning.

In consultation with others in AOA's international programs team, you will develop and implement a suite of effectiveness, learning and Design, Monitoring, and Evaluation tools and templates designed for use by both the AOA team and international partners. This

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includes but is not limited to Design, Evaluation and monitoring tools and others that may be associated with the application of technical improvements such as gender, climate justice and disability. You will also be involved with the identification of and coordination with external consultants who are contracted to undertake key project quality events such as design, assessment or evaluation and support AOA Project Managers to deliver key milestones for the same. The role will also play a lead role in implementing the AOA gender strategy.

AOA has an extensive professional sector network, including across the ACT Alliance, the Church Agencies Network and the worldwide Anglican Communion. You will use these and other networks to share, influence and access learning and best practices, and keep AOA informed of new ideas and trends in relation to effectiveness and learning within the Australian sector and internationally. In collaboration with the IP team, you will ensure that AOA’s work meets the ACFID Code of Conduct, and you will provide quality and effectiveness support to delivering on DFAT accreditation standards and preparation.

Key Accountabilities	Key Tasks	Outcome Indicators
Quality Management	<ul style="list-style-type: none"> <li>• Determine, develop and implement appropriate project quality standards, and procedures to ensure effective and accountable program delivery.</li> <li>• Develop and implement IP’s effectiveness processes and systems.</li> <li>• Contribute to the documentation and dissemination of key program learnings.</li> <li>• Contribute to monitoring and analysis of risk issues/trends impacting or affecting program quality and effectiveness.</li> <li>• Ensure that the IP Handbook is kept up to date</li> <li>• Accompany field-based partners to deliver effective, inclusive and sustainable projects.</li> <li>• Work with other members of the IP team to ensure AOA compliance to key DFAT and ACFID Code of Conduct standards in relation to program effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>• Programs are effectively designed and monitored to achieve maximum impact</li> <li>• AOA IP team and field-based partners engage in regular learning and reflection to increase knowledge around effectiveness practices</li> <li>• AOA implements effectiveness standards that are consistent with DFAT and the ACFID Code of Conduct</li> </ul>
Effectiveness	<ul style="list-style-type: none"> <li>• Strengthen, monitor and improve AOA’s effectiveness framework and theory of change (TOC).</li> </ul>	<ul style="list-style-type: none"> <li>• AOA’s programs are informed by its effectiveness framework and TOC to ensure a consistent and high-quality</li> </ul>

	<ul style="list-style-type: none"> <li>• Facilitate access to technical expertise relevant to AOA’s programming needs.</li> <li>• Actively engage with AOA’s national and international coalitions and participate in working groups contributing to broader learning, and seeking out innovative opportunities.</li> <li>• Design and develop MEL processes and systems to drive best practices.</li> <li>• Develop tools to measure the impact and effectiveness of the program’s portfolio.</li> <li>• Support learning on and strengthening of cross-cutting issues.</li> <li>• Facilitate AOA’s annual program reflection day and other effectiveness-related discussions</li> <li>• Develop AOA’s capacity to demonstrate program impact through generating relevant data and collaboration with AOA’s Marketing &amp; Communications team.</li> </ul>	<p>approach to delivering impact</p> <ul style="list-style-type: none"> <li>• AOA actively contributes to external networks for the purpose of learning, sharing and adopting innovative practices</li> <li>• AOA IP team and partners are able to apply simple but effective tools and templates to ensure quality</li> <li>• The IP team have regular forums for discussion and review of program effectiveness</li> <li>• AOA is able to effectively report on program impact to its supporters</li> </ul>
Program advice	<ul style="list-style-type: none"> <li>• Provide support to the Head of IP in the ongoing progress monitoring of the IP strategy</li> <li>• Provide advice and support to the IP team on key project cycle milestones such as design, monitoring, and evaluation of projects.</li> <li>• Coordinate, support and advise on the development and implementation of effectiveness policies and practices and integrate these into project activities.</li> <li>• Provide capacity building and facilitate the delivery of technical training to the IP team, and international partners to strengthen program quality and effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>• AOA IP are developed and implemented according to its four-year IP strategy</li> <li>• Programs are appropriately informed by effectiveness related policies</li> <li>• Knowledge and capacity building of the IP team on critical technical/effectiveness processes is increased</li> </ul>
Innovation	<ul style="list-style-type: none"> <li>• Actively engage with AOA’s national and international coalitions and</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that AOA is able to both contribute to but also</li> </ul>

	<p>participate in working groups, contributing to broader learning.</p> <ul style="list-style-type: none"> <li>Identify and trial innovative approaches to development programming with an emphasis on strengthening localisation.</li> </ul>	<p>learn from sector discussions in Australia and internationally regarding innovative program practices</p>
Organisational Citizenship	<ul style="list-style-type: none"> <li>Work collaboratively with team members, role model AOA's Christian values and be a positive example for supporters, partners and staff.</li> <li>Participation in staff corporate events (i.e. prayer day, staff gathering) as part of the spiritual life of AOA.</li> <li>Participate in occasional supporter engagement events and activities.</li> </ul>	<ul style="list-style-type: none"> <li>AOA continues to be a collaborative and supportive organisation which achieves positive impact in Australia and internationally</li> </ul>

## Position Requirements

### Essential

- Tertiary qualification in community development, international development, evaluation and learning or similar, with 2-3 years relevant experience.
- Strong knowledge of development principles and demonstrated understanding of best practice in effectiveness and learning within the international development sector
- Experience in facilitating the integration of effectiveness throughout the programming cycle including DME, application of guidelines for program effectiveness, and integration of sector technical expertise using a continuous improvement approach.
- Proven experience in facilitating program learning and effectiveness-related discussions, capacity building and events
- Excellent written, verbal and interpersonal skills and the ability to collaborate and communicate across cultural and faith-based contexts.
- Willingness and ability to travel as required within Australia and internationally (Africa and/or the Asia-Pacific) for effectiveness-related milestones
- Demonstrate a positive, supportive and flexible attitude while contributing to a small team, while taking the initiative in managing own workload, meeting deadlines and maintaining accuracy.
- Ability to work within the ethos of Anglican Overseas Aid as a faith-based development agency and to work constructively with Anglican and other partners.

### Highly regarded

- Knowledge of DFAT Accreditation related standards of project effectiveness
- Experience working as part of a Christian faith-based development agency or along-side faith-based cross-cultural partners.
- Expertise and knowledge in the area of gender/gender justice and/climate justice and/or knowledge in another key thematic area: eg. disability inclusion, self-reliance.

## About Anglican Overseas Aid

Our vision is to see Anglican communities working together for God's renewed creation, free of poverty.

We focus on four key areas:

**Transforming communities:** In the Asia-Pacific and Africa, addressing the pressures of poverty, moving toward greater gender equality and climate resilience

**Working in partnership:** Seeing our global partners growing in capacity, delivering localised best practice development

**Connecting Anglicans globally:** Seeing Australian Anglicans relationally connected with global partners for greater impact

**Championing future generations:** New generations of Australians who, motivated by their faith, are responsible, involved global neighbours

**OUR VALUES** are embraced in thought, word and deed:

- Commitment to the poor
- Dignity of all people
- Restoration of all creation
- Church as light in the world
- Integrity and accountability

### Other requirements of AOA People

- AOA is committed to protecting those who work for us, and those with whom we work, from harm and from harming others
- AOA is committed to safeguarding all people, especially children and vulnerable adults, who come into contact with our organisation and programs. As a child-safe organisation, all staff will undergo police checks, Working With Children Checks, counter-terrorism checks, and any other compliance checks required
- AOA is committed to diversity and inclusion in the workplace. We support accessible and inclusive working arrangements for all. We encourage people from all backgrounds to apply, including people with a disability, Aboriginal and Torres Strait Islanders, culturally and linguistically diverse backgrounds and identities. All qualified applicants will receive impartial consideration for employment
- All AOA staff are required to sign and abide by AOA's Code of Conduct and its related policies
- All AOA staff must have permission to live and work in Australia

*This position description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this position. The CEO may review and modify it in response to AOA's changing needs.*