



Compliance and Standards Lead

Classification: SCHADS Award Level 4

Location: Melbourne office and hybrid preferred; with remote considered

Employment Status: Part-time (0.8 FTE) Contract until 30 November 2027

Reports to: Head of International Programs, with liaison with the CEO and Executive

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

This is a pivotal role during a defining period for AOA's organisational maturity and future accreditation strength. AOA will undergo DFAT's five-year Full Reaccreditation in 2026–27, including the development of a comprehensive Agency Profile (AP), supporting documentation, a Desk Assessment (DA) response, and an Organisation Review (OR) scheduled in July 2027 TBC. AOA will also complete the ACFID Code of Conduct triennial self-assessment in November 2026.

This role supports Anglican Overseas Aid's preparation for DFAT Full Reaccreditation by coordinating processes, documentation and internal readiness activities under the direction of the Head of International Programs. The Standards and Compliance Lead contributes technical knowledge of accreditation standards, supports staff and Board understanding, and assists in identifying and addressing gaps, while operating within agreed organisational frameworks. Complex accreditation interpretation issues, organisational risks or strategic decisions are escalated to the Head of International Programs and Executive for direction.

The role requires a highly competent, methodical and mature professional who brings calm leadership, relational skill and organisational clarity to a complex accreditation process. As a small Christian organisation, AOA relies on this role to build structure, consistency and confidence across teams while supporting a culture of continuous improvement and shared accountability. In this role, Christian faith is expressed not as an add-on, but through servant leadership practice, ethical decision-making, stewardship, and accountability within AOA's governance and compliance context.

The FTE increase for this contract reflects the significant temporary workload associated with accreditation. AOA will review its ongoing needs and FTE after 30 November 2027.

1

AOA is Accredited by



ACFID
MEMBER

A member of

actalliance



EMERGENCY
ACTION
ALLIANCE



Incorporating



Key Accountabilities	Key Tasks	Outcome Indicators
DFAT Full Reaccreditation (2026-2027)	<ul style="list-style-type: none"> • Lead and coordinate, in conjunction with the Head of International Programs, the development of the Agency Profile (AP), contributing to draft content and supporting quality review of responses related to standards, compliance and safeguarding. • Build, maintain and monitor the Accreditation workplan, milestones, and evidence register. • Coordinate the collation, review and quality assurance of supporting documentation across all functions. • Support organisational preparation for the Desk Assessment response (DA) and Organisation Review (OR) by coordinating briefings, documentation and readiness activities. • Support the Head of International Programs as the primary coordination point for engagement with DFAT accreditation assessors. 	<ul style="list-style-type: none"> • Agency Profile components and supporting evidence coordinated and submitted on time and to an agreed quality standard. • Accreditation workplan milestones tracked and escalated appropriately where risks or delays are identified. • Evidence library maintained, current and accessible for review. • Staff and Board report improved preparedness and understanding of their accreditation roles. • Organisation Review activities supported through clear documentation, coordination and logistical preparation.
ACFID Code Compliance and Reporting	<ul style="list-style-type: none"> • Oversee system readiness and evidence collection for the ACFID Code triennial self-assessment in conjunction with the Head of International Programs. • Coordinate ACFID Code reporting, monitoring and continuous improvements. • Ensure policies and systems are aligned with Code requirements and sector good practice. 	<ul style="list-style-type: none"> • ACFID triennial assessment completed on time with demonstrated improvements. • All Code reporting requirements met. • Identified gaps have documented actions with clear deadlines and completed evidence.
Compliance Systems, Policy Frameworks and Continuous Improvement	<ul style="list-style-type: none"> • Oversee AOA's policies, registers and compliance systems, ensuring they remain evidence based, current and accreditation ready. • Maintain systems to track compliance requirements, policy review cycles and supporting documentation. • Lead a planned, sustainable program of policy updates and continuous improvements. • Represent AOA on agreed and strategic ACFID and other forums to 	<ul style="list-style-type: none"> • AOA's compliance systems (policies, registers, evidence logs) assessed as high quality and compliant with DFAT or relevant criteria • Identified gaps have documented action plans with clear owners, deadlines, and completion evidence. • Internal stakeholders report improved clarity and accessibility of policies. • Reduced backlog and fewer

	keep AOA informed of emerging trends, accreditation and standards.	corrective actions required due to strengthened systems.
Safeguarding and Complaints Lead	<ul style="list-style-type: none"> • Serve as AOA’s Safeguarding and Complaints focal point. • Ensure safeguarding, complaints and investigations documentation is current, accessible and compliant. • Oversee compliance checks (WWCC, police, counter-terrorism), ensuring they are consistently documented and auditable. • Support partner safeguarding reviews and follow up actions in collaboration with the Head of International Programs. 	<ul style="list-style-type: none"> • Safeguarding evidence meets DFAT/ACFID verification criteria and is consistently audit-ready. • Partner safeguarding assessments demonstrate improvement over time. • Administrative compliance checks completed consistently and recorded accurately.
Training and implementation monitoring	<ul style="list-style-type: none"> • Deliver internal briefings, guidance and training to staff and Board members on DFAT accreditation and ACFID Code requirements. • Build staff and Board confidence in understanding accreditation roles. • Facilitate internal reviews and mock assessments to identify gaps, in conjunction with the Head of International Programs and relevant consultants. • Strengthen and monitor implementation of compliance, risk management and safeguarding practices. 	<ul style="list-style-type: none"> • Staff and Board demonstrate improved confidence and understanding. • Mock assessments indicate decreasing numbers of gaps. • Training requirements met and records maintained.
Risk management and governance support	<ul style="list-style-type: none"> • Support the Head of International Programs and the Development Committee with effective, good-practice governance processes including agendas, scheduling, documentation, minute-taking and follow up. • Ensure relevant governance and compliance policies and documents are review in line with review-cycles, proofread and appropriately organised in SharePoint for staff and governance needs. • Support the Finance Manager, Executive and/or Board in scheduled risk review processes. 	<ul style="list-style-type: none"> • Development Committee agendas, papers and minutes are prepared and distributed on time and to a professional standard. • Governance actions and decisions are clearly documented, tracked and followed up. • Risk and governance documentation is well organised and readily accessible. • Responsive and effective contribution to risk-related tasks and documentation.

Organisational Citizenship	<ul style="list-style-type: none"> • Foster a calm, collaborative, solution-focused culture throughout the accreditation period. • Work collaboratively with team members, modelling AOA's Christian values through ethical conduct, servant leadership and accountable decision-making. Contribute positively to AOA's mission and culture and support cross-team coordination. • Participate in prayer days and devotions, staff gatherings as part of the spiritual life of AOA. • Assist with other tasks as required, noting that 2026-27 workload is weighted toward accreditation deliverables. 	<ul style="list-style-type: none"> • Demonstrate consistent calm, methodical and relational leadership. • Strong coordination with staff across all functions. • Active participation in team life, including prayer and devotions, training and planning • AOA's culture, values and ways of working are understood and actively demonstrated
----------------------------	--	--

Position Requirements

Must have

Values alignment & ways of working

- Must be sympathetic to and aligned with AOA's Christian faith-based values, origins, and key stakeholders, with a demonstrated commitment to integrating those values into everyday leadership, ethical decision-making, stewardship, and accountability within AOA's context.
- Ability to authentically participate in AOA's spiritual life, including participating in and at times leading regular prayer and devotions in a way that is consistent with AOA's Christian identity, team culture, and the Anglican context in which we operate.

Role-specific knowledge & skills

- Experience or a strong understanding of compliance requirements for the ACFID Code of Conduct, Australian Aid programs and sector standards.
- Demonstrated ability to coordinate organisation-wide processes with multiple stakeholders and complex deadlines.
- Strong project management and continuous improvement capabilities.
- High competency in evidence collation, document analysis and standards-based writing.
- Experience in policy development and review.
- Strong interpersonal and written communication skills.
- Experience conducting compliance reviews and/or investigations.
- Proficiency in Microsoft Office, SharePoint and willingness to learn new digital tools.
- Relevant tertiary qualifications.

Highly regarded

- Experience contributing to or coordinating formal organisational reviews, audits or accreditation processes.
- Experience in the Anglican Church or other Christian faith-based organisations.
- Understanding of community-based development approaches.
- Safeguarding experience (Australian or international).

- Complaints handling experience.
- Technical writing or proofreading strengths.
- Interest or experience in broader aspects of AOA's operations.

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: Particularly 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.