



InterplastTM

Repairing bodies & rebuilding lives
in the Asia Pacific region

POSITION DESCRIPTION	
Organisation:	Interplast Australia & New Zealand (Interplast)
Position:	Program Activities Coordinator
Date PD prepared:	March 2010
Last updated:	June 2015
Employee:	
Reports to:	Chief Executive Officer (CEO) & Programs Manager

ORGANISATION OVERVIEW & PURPOSE

Interplast Australia & New Zealand (Interplast) was founded in 1983 and is a not-for-profit organisation which provides volunteer plastic and reconstructive services together with capacity building programs to countries in the Asia Pacific region.

Interplast works to improve the lives of people in developing countries who are disabled as a result of congenital and acquired medical conditions. Volunteer plastic and reconstructive surgeons, anaesthetists, nurses and allied health professionals provide free medical treatment for those who would otherwise not be able to afford access to services. Interplast also works closely with local health services to build their capacity to deliver surgical and other related healthcare interventions.

Interplast is a signatory to the Australian Council for International Development (ACFID) Code of Conduct and is an accredited NGO with the Department of Foreign Affairs and Trade.

POSITION STATEMENT SUMMARY

The Program Activities Coordinator is responsible for the development, management and coordination of Interplast programs, projects and activities in a specific portfolio of countries across the Asia Pacific region.

Responsibilities include liaison with relevant Interplast Country Coordinators, in-country partners, Interplast volunteers, program donors and other key stakeholders. The position is responsible for the establishment/maintenance of relationships with partner organisations to develop new programs and enhance current ones in response to the needs identified by local partners.

The position is accountable for delivering on program and project outcomes, monitoring program expenditure and ensuring that all delivered programs produce relevant reporting requirements.

Maintaining and developing cooperative and collaborative relationships with volunteers is a key responsibility of this position.

KEY RESPONSIBILITIES

1. Implementation of Interplast country programs in a defined portfolio of countries in the Asia Pacific region and effective coordination of program logistics.
2. Program development and budgeting.
3. Secretariat support to Interplast Board Committees and Working Groups
4. Assisting the CEO and Program Manager with other duties/projects as directed.

Key Responsibility 1: Implementation of Interplast country programs and effective coordination of program logistics

- a. Coordinate the implementation of Interplast program activities in a specific portfolio of countries in the Asia Pacific which includes:
 - Liaising with Interplast Country Coordinators, local personnel and donors to determine program priorities, training objectives and scheduling
 - Liaising with team leaders, team members and local counterparts throughout the program cycle
 - Arranging of volunteer travel arrangements, including visas and other required documentation
 - Monitoring, evaluation and documentation of programs
 - Ensuring Interplast contractual and accountability requirements are met
- b. Coordinate the implementation of training attachments for trainees from the Asia Pacific region.

Key Responsibility 2: Program development and budgeting

- a. Work with Interplast Country Coordinators and in-country program partners to develop individual country program plans detailing service and training priorities, activities and budgets. This includes coordination of, and participation in in-country program reviews and assessment visits as required.
- b. Assist the Program Manager and Finance Managers to develop and maintain an annual country program budget to monitor the allocation of donor income against budgets for Interplast program activities. Conduct regular reviews of program budgets and income allocations in consultation with the Finance Manager and Program Manager
- c. Identify appropriate funding opportunities and develop submissions for funding where a need is identified.
- d. Develop and maintain relationships with other partner agencies (such as the Australia and New Zealand Burns Association, the Australian Hand Surgery Society and the Australian and New Zealand College of Anaesthetists) to support program development as appropriate. Oversee

activities delivered by program partners to obtain program evaluations and reports and prepare program budgets, acquittals and invoices as required.

- e. Assist with development and ongoing maintenance of partnership agreements with country program partners. Establish written agreements with partners to define working relationships and responsibilities and monitor activity implementation to ensure compliance with Interplast's development philosophies and compliance with policies and procedures.
- f. Prepare reports for approval by country partners, the Interplast Board and Committees and donors as required.
- g. Maintain knowledge of the NGO sector and keep abreast of donor policies in the countries in which Interplast conducts activities.

Key Responsibility 3: Secretariat support to Interplast Board Committees and Working Groups

- a. Provide secretariat support to Interplast Board Committees and Working Groups as required, in consultation with Committee chairs, the CEO and other staff.

Key Responsibility 4: Assist CEO & Programs Manager and other duties

- a. Provide support to other staff and the Program Manager as required/directed by the CEO.
- b. Monitor and provide reports on program statistics as required.
- c. Work with the Fundraising, Marketing and Communications team to identify and develop funding submissions for program activities.
- d. Assume responsibility for special projects and other duties as delegated by the CEO.

REPORTING RELATIONSHIPS

The position reports through the Programs Manager to the CEO and requires close cooperation with the Interplast programs team (including the second Program Activities Coordinator, the Program Activities Officer and the Equipment & Supplies Coordinator). Interaction with the Finance team and the Fundraising, Marketing and Communications team also be required to successfully meet the requirements of this role.

SELECTION CRITERIA

ESSENTIAL

- Tertiary qualifications in international development, international health or a related field.
- At least 2 years' experience relevant to the position.
- Ability to work independently and in a small team environment.
- Proven administrative, record management and budgeting skills.
- Ability to network, communicate cross-culturally and manage relationships diplomatically with people from a range of backgrounds.
- High level written and verbal communication skills.
- Demonstrated ability to undertake program design, implementation and evaluation.
- Conceptual, analytical and problem solving skills.

- Initiative, flexibility and demonstrated drive to achieve results.
- Demonstrated strong commitment to addressing social justice issues through a development philosophy.

DESIRABLE

- Experience in overseas development (specifically in the Asia Pacific region) and an understanding of DFAT (former AusAID) systems and procedures are highly desirable.

EMPLOYMENT TERMS AND CONDITIONS

Employment Conditions:

This full time, permanent position is subject to a probationary period. All full time employees are contracted on 35 hours per week, exclusive of breaks.

Location:

The position is based in Melbourne at the Interplast office within the Royal Australasian College of Surgeons.

Travel and Out of Hours Work:

Some travel will be necessary in response to requirements of the position within Australia and/or overseas. Occasional work outside of hours is a requirement of this position.

Entitlements:

All entitlements are set out in the Interplast Employment Contract and Human Resources Manual.