**PNG CPP Coordinator**

*(10-month contract and part-time @ 3 days per week)*

* Collaborative and supportive team
* Part-time role (3 days per week)
* Work from Home + Hybrid arrangements
* Fringe benefits / salary packaging advantage

Anglicans in Development (AID) works with overseas and Aboriginal and Torres Strait Islander people and communities. As a wholly owned company of the Anglican Board of Mission Australia (ABM), we have a holistic view of God’s mission. We work with Anglican Church partners and others to see lives empowered and transformed spiritually, materially and socially.

We are seeking a dynamic individual who will be committed to the vision of ABM AID. The *PNG CPP Coordinator* will be responsible for the management of AID's DFAT-funded Church Partnership Program in Papua New Guinea. The role liaises primarily with Anglicare PNG, a local institution of AID’s church partner, the Anglican Church of Papua New Guinea (ACPNG). This is a contract role (0.6 FTE) which will commence in September 2022 and finish in mid-July 2023, including up to two overseas visits to Papua New Guinea. The position works closely with AID’s Head of Programs and AID’s Program Finance Officer.

The *PNG CPP Coordinator* will:

1. Manage and coordinate AID’s DFAT-funded Church Partner Program in PNG as agreed with AID’s Head of Programs and in accordance with Partner Program Strategies. This includes:
2. Regularly monitoring the progress of the Church Partnership Program via email, telephone and face-to-face visits to partner offices and community sites – ensuring good communication - as directed by AID’s Head of Programs;
3. Attending program meetings from time to time both in Australia and overseas;
4. Assisting partners in Program Design activities, including development of 3-year program strategy, GEDSI strategy, MEL framework, for the Church Partnership Program Phase 4;
5. Assisting partners to prepare and submit Activity Plans, Proposals, Reports and Risk Assessments for DFAT-funded programs, and submit to donors when required;
6. Liaising with AID’s Programs Finance Officer to monitor financial management systems, capacity and ensure effective budget management;
7. Regularly reviewing program risks and risk management strategies;
8. Liaising with DFAT’s Managing Contractor to ensure policy and contract compliance.
9. Maintain good relationships between AID and our PNG partners, and support a relationship between PNG and Australian Anglican churches within the context of the DFAT-funded PNG Church Partnership Program. This includes supporting facilitation of the ACPNG-Anglicare-AID Joint Management Committee meetings.
10. Assess, report on, and strengthen institutional capacity of AID’s PNG partners to better manage community development programs, including the direct supervision of the PNG Capacity Development Facilitator’s role.
11. Prepare regular reports for AID’s Head of Programs, AID Board and other bodies, as requested, on current and planned PNG programs.
12. Assist Anglicare PNG to develop strong links with relevant government departments and other network bodies (e.g. PNG Council of Churches, the Anglican Alliance).
13. Undertake other program and project-related activities as requested by the Head of Programs from time to time.

The ideal candidate will have excellent communication skills and will be able to work autonomously, with minimum supervision.

For further information, please visit the ABM / AID website <https://www.abmission.org/get-involved/job-vacancies/>

All applications should be lodged with The Rev’d Dr John Deane – Email [karin.schrooder@abmission.org.au](mailto:karin.schrooder@abmission.org.au) by Saturday 20th August 2022.

*AID is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and we are committed to promoting the welfare of children, young people and adults. AID expects all staff and volunteers to share this commitment through our Code of Conduct.*

*AID is also committed to building a workplace that values diversity, inclusion and belonging, by recognising and valuing the skills and strengths each person can bring to the organisation. Accordingly, we welcome applications from all ages and genders, Aboriginal and Torres Strait Islander people, people with disabilities and culturally diverse groups generally*.