

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

**Position Title: International Organiser**

Union Aid Aboard-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.

Union Aid Aboard-APHEDA is advertising for **two International Organisers**. Between these two roles, the following country areas will be assigned:

- Myanmar and Thai-Myanmar border;
- Timor Leste;
- Pacific Islands;
- The Philippines.

In addition, one of the following strategic thematic areas will also be assigned to each of the two positions:

- Women's rights and feminist movement development;
- Labour migration and refugee rights.

We encourage applicants to specify any relevant experience across these areas above.

Further below are the duties and selection criteria applying to both positions.

**OVERALL RESPONSIBILITY**

This position's overall responsibility is to lead Union Aid Abroad – APHEDA's development, organising and campaigning work within identified country and theme areas of responsibility. The Organiser is responsible for supporting existing projects and developing new initiatives in support of the trade union movement and other social justice movements. With regard to the strategic thematic areas, the position is responsible for strategic advice to staff on avenues for advancing the thematic area of work. This role requires an experienced organiser or development worker with at least 5 years of international development or union campaigning and organising experience, who can work strategically and collaboratively to achieve program outcomes.

In locations where APHEDA has a country office, the International Organiser works collaboratively to support the Country Manager who is responsible for managing staff and projects.

**SPECIFIC RESPONSIBILITIES**

**1. Project management of development activities**

Managing and reporting on project activities, funding sources, ledgers, budgets, transfers, exchange rates, acquittals.

Ensure maintenance of project cycle documentation: design, appraisal, risk, contracts, budgets, workplans, monitoring, evaluation, reports

Manage regular safeguarding procedures around counter-terrorism, fraud, PSEAH, child protection, health and security, environment, appropriate management of grievance and incident reports

**2. Development campaigns**

Lead and support development campaigns and organising initiatives on issues related to the work of partner organisations or on strategic thematic areas.

**3. Strategic Planning**

Lead the development and implementation of APHEDA's strategies in line with APHEDA's Strategic Plan, in collaboration with other team members and within the country and pillar responsibilities of the role

**4. Relationship Management**

Establish and maintain positive working relationships and strategic partnerships with relevant local country and international organisations in the identified area of responsibilities.

**5. Reports and communications**

Oversee the delivery of high quality reports and other communications targeting a broad range of readers, including donors, partner organisations, union members and the Australian public

Respond in timely fashion to assist in digital communications on key developments in areas of work.

Provide presentations on APHEDA's work and issues of partner organisations. Provide training presentations as required to partner organisations or APHEDA staff.

Where there is a country office:

- Provide support to Country Managers to manage offices, projects, partnerships and campaigns effectively
- Assist with transfers of funding, budgeting and monitoring of finances in line with Finance policies and procedures.
- Work with Country Manager on reporting to donors
- Work with Country offices with quality program management and associated due diligence

- Assist Country Managers to integrate pillar strategy at country level (if pillar responsibility is held)
- Assist International Program Manager to ensure close coordination and collaboration with Country Manager.
- With Country Manager, educate country office staff on any changes and updates to policies and procedures
- Develop relationships within Australian unions and communities including diaspora communities in order to support APHEDAs international program

Where there is direct project management and partner organisations relations from Australia:

- Manage projects with partner organisations including all aspects of contracts and quality project management, including partner capacities, project appraisals, country and partner risk assessments, safeguarding...
- Regular monitoring and internal reporting of projects
- Receive and review partner acquittals and maintain documentation of spending in AUD
- Report to IPM or PQM
- Source reports from partner organisations for APHEDA media and reporting to donors
- Assist partner organisations to access other funding sources
- Develop relationships within Australian unions and communities including diaspora communities in order to support APHEDAs international program

#### **Selection criteria:**

- Strong and demonstrated international project management capacity and at least 5 years of previous international development or union campaigning and organising experience.
- Excellent analytical skills and ability to contribute with critical and innovative thinking.
- Demonstrated ability in managing all aspects of the project management cycle including assessment of need, submission writing, implementation, due diligence, monitoring, reporting and evaluation.
- Demonstrated ability to develop and lead campaign initiatives on international issues.
- Good written and verbal communication skills in English.
- Capable of working effectively in fast paced and challenging environments.
- Demonstrated commitment to union values – justice, compassion, equity and the dignity of workers – alongside a dedication to and good understanding of labour movement and social movement dynamics, including trade union development.

- Well-developed interpersonal and leadership skills, an ability to represent APHEDA, to build and maintain relationships and networks effectively in support of APHEDA's goals, and to make informed judgements about labour and community organising.
- A team player with a demonstrated ability to work independently, within the context of a plan, and having a track record of achieving targets.
- Computer literate, including good knowledge of office information technology applications, including spreadsheets, and presentation software.
- Ability to work in Australia.
- Fluency in written and spoken English. Language skills relevant to one or more of the country areas within responsibility is an advantage.

**Reports to:**

International Programs Manager

**Functional relationships:**

International and local staff of Union Aid Abroad, as well as international partner organisations including global and local union and civil society organisations, Australian trade unions.

**Other terms:**

- This position will be based in Melbourne or Sydney, or another location subject to negotiation.
- Up to 8 weeks travel per year (subject to relevant travel restrictions under COVID conditions).
- The scope of this position is likely to evolve, depending on the nature of campaigns and projects in the region.
- Terms and conditions of employment are as per the Union Aid Abroad-APHEDA Enterprise Agreement, which includes 15% superannuation.
- Salary packaging is available and family-friendly conditions apply.
- The salary for this position is \$85,899 gross annually
- 5 days/week at 37.5 days/week (4 day/week requests will also be considered).
- 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 Sunday 21 November 2021**. Please send your application including a CV and application letter addressing the selection criteria to Ms Kate Lee, Executive Officer. For further information contact [office@apheda.org.au](mailto:office@apheda.org.au)

Union Aid Abroad – APHEDA is an equal opportunities employer, and is encouraging applications from First Nations people, and a diverse range of genders, cultures, languages, abilities, sexualities, ages and experiences. To be eligible for this position you must have an appropriate Australian or New Zealand work visa or be eligible to apply for one.

Only shortlisted candidates will be notified for interviews.