



Position Description

Title:	Australian NGO Cooperation Program Accreditation and Administration Officer
Role Type:	10 month contract. Part-Time (approx.. 20 hours per week)
Reports to:	Programs Director - Edmund Rice Foundation
Based at:	Nudgee College, Boondall, Brisbane

Position Purpose

The Australia NGO Cooperation Program (ANCP) is a partnership between the Australian Government and accredited Australian NGOs. Through the Department of Foreign Affairs and Trade, the ANCP provides funding – in the form of annual grants – to accredited Australian NGOs, to support their projects in developing countries. In 2021, ERFA will apply to become an ANCP accredited NGO.

The purpose of this position is to work with ERFA management and staff to prepare and submit a 2021 application for accreditation and to coordinate meeting all the requirements for a rigorous independent assessment of our organisational structure, philosophies, policies and practices against the assessment criteria.

Responsibilities

- Develop a thorough understanding of ERFA's operations
- Research all current requirements for the ANCP accreditation process and provide advice to ERFA's management and staff to ensure preparedness
- Develop a plan and framework for preparation of submission and associated assessments and communicate with relevant stakeholders to ensure all requirements and milestones are met
- Act as a point of coordination for all aspects of the accreditation process
- Collate and manage all relevant documentation to support the application and assessments
- Prepare the online application for submission by developing written responses and uploading relevant documentation
- Work with DFAT staff and technical advisors engaged by ERFA as and when required

Skills & Competencies required

- Previous experience with the ANCP program and accreditation process is highly desirable
- A high level of understanding of accreditation and evaluation principles
- Experience and demonstrated competencies in researching and writing submissions
- Ability to take initiative for planning and supervising projects and work independently and meet deadlines without compromising standards of service and quality
- Demonstrated ability to communicate at all levels both verbally and in writing with a high degree of professionalism and sensitivity and strong interpersonal skills including the ability to work flexibly and harmoniously in a team contributing to team outcomes
- Genuine desire to contribute positively to an organisation that makes a real difference
- Advanced computer skills



Availability

- Be available to maintain regular contact with the Programs Director of ERFA
- Be able to participate in meetings (either virtually or in person) as required

Work Conditions

- An office based at Nudgee College, Brisbane and/or remotely