

AVI Position Description –

POSITION TITLE: Gender Equality, Disability and Social Inclusion (GEDSI) Manager	CLASSIFICATION: AVI Band 4	PROGRAM: Australian Volunteers Program / AVI	DATE: Maximum term contract to June 2022, with the possibility of extension
LOCATION: Melbourne	REPORTS TO: Program Director, Australian Volunteers Program, AVI The role also has matrix accountabilities to the People and Culture Manager, AVI.	POSITIONS REPORTING TO THIS ONE: Gender Equality Coordinator Indigenous Programs Coordinator Disability Inclusion Coordinator (vacant)	
ORGANISATION <p>AVI is an Australian not-for-profit organisation committed to achieving economic and social development outcomes across Asia, the Pacific and the world. AVI believes in self-determination with locally owned and led change. We work for a peaceful, sustainable and just world by partnering with people and organisations to share skills, knowledge and experience to achieve the positive change and development goals they seek.</p> <p>AVI manages the Australian Volunteers Program in a consortium with Cardno Pty Ltd and Alinea Whitelum. The program is funded by the Department of Foreign Affairs and Trade (DFAT) through the Australian aid program. The Australian Volunteers Program matches a broad range of skilled Australians with partner organisations in the Indo-Pacific region, to support them to achieve their own development goals.</p>			
KEY OBJECTIVE: <p>The GEDSI Manager will provide strategic leadership, advice, and operational support to key internal stakeholders to ensure that inclusion and diversity principles and practices are embedded across all aspects of AVI, with particular focus on the Australian Volunteers Program. The GEDSI Manager will drive the outcomes as articulated in the program’s GEDSI action plans, and the program’s annual plans, which are informed by the program’s Diversity and Inclusion Strategy. The current key objectives of the Strategy are:</p> <ul style="list-style-type: none"> • Diverse Volunteers: for the program to be inclusive and accessible to a broad range of skilled Australians and Partner Organisations. • Inclusive Development: incorporating diversity and inclusion across the program to enhance sustainable and effective development impact. <p>Key GEDSI priorities under the Australian Volunteers Program include: Disability inclusion; Indigenous inclusion; diverse SOGIESC (sexual orientation, gender identity and expression and sex characteristic) inclusion and gender equality.</p> <p>The position will be jointly funded with 80% funding from DFAT (through the Australian Volunteers Program) and 20% by AVI. The role will therefore also provide advice and support to AVI to ensure organisational leadership, policies, and procedures support AVI’s gender equality policy, RAP commitments and diversity and inclusion objectives.</p>			

<p>RELATIONSHIPS AND INTERACTIONS:</p> <p>Internal</p> <ul style="list-style-type: none"> • Australian Volunteers Program leadership team and staff in Australia and across 22 overseas offices • AVI's CEO and People and Culture team • AVI OLT and staff as directed <p>External</p> <ul style="list-style-type: none"> • DFAT • Australian Organisations • International Forum for Volunteering in Development (FORUM) 	<p>PHYSICAL DIMENSIONS:</p> <p>This role requires the ability to:</p> <ul style="list-style-type: none"> • Sit or stand for long periods, as well as regular bending, crouching and reaching. • Use an appropriate lifting technique to manually handle office files and items. • Operate a computer accommodating reasonable adjustments. • React to a display (computer screen) throughout the workday. • Use a telephone within reasonable adjustments (including use of headset).
<p>DECISION MAKING:</p> <p>Under the direction of the Program Director, this role will manage activities, staff and budgets in line with the program's annual plan and AVI's organisational imperatives.</p>	<p>POSITION DIMENSIONS:</p> <ul style="list-style-type: none"> • This role will be responsible for managing 2 direct reports. This might increase in the future. • This role will have budget responsibilities which are developed on an annual basis.
<p>VALUES:</p> <p>We expect all our employees demonstrate the ability to uphold AVI Values through behaviour, leadership, and projects. Our Values are: Equity and Social Justice, Diversity and Inclusion, Integrity, Partnership, Solidarity, Respect</p>	
<p>KEY CHALLENGES</p> <ul style="list-style-type: none"> • Championing access and inclusion best practice across AVI and the 26 countries in which the Australian Volunteer Program operates. 	
<p>KNOWLEDGE AND EXPERIENCE REQUIREMENTS</p> <p>Experience, Skills & Attributes</p> <ul style="list-style-type: none"> • Proven track record in strategic thinking, planning and implementation of complex GEDSI related strategies and policies. • Demonstrated capacity to develop and implement good GEDSI practice across organisations and /or projects. • Strong networking, interpersonal, and influencing skills working with a number of internal and external stakeholders and across of range of cross-cultural contexts. • Ability to positively apply inclusive and diversity initiatives on development assistance projects. • Strong written and oral communication skills with diverse groups of people. • Ability to adapt and work with different teams with varying degrees of understanding of inclusion and diversity. • Ability to provide thoughtful and thorough analysis and recommendations to resolve difficult diversity issues. • Ability to handle multiple projects and issues simultaneously and to prioritise workloads. <p>Knowledge and demonstrated experience in:</p> <ul style="list-style-type: none"> • Strong knowledge and understanding of inclusive practice and implementing GEDSI initiatives across programs. 	

- Demonstrated expertise or knowledge affecting Australian and international communities with regards to diverse SOGIESC, disability, youth, gender equality, Aboriginal and Torres Strait Islander peoples, and women’s empowerment.
- Experience working with multi-disciplinary teams as well as with external stakeholders such as government (DFAT).
- Understanding of and commitment to EEO, child protection and privacy principles

Qualifications

- Tertiary degree in international development, Inclusion, community services, social work, and/or five years relevant experience.

ACCOUNTABILITIES

KEY RESULT AREA	KEY ACTIVITIES	PERFORMANCE MEASURES
<p>Diversity and Inclusion strategy, planning and advocacy</p>	<ul style="list-style-type: none"> • Ensure that the Diversity and Inclusion strategy is kept up to date, reflects best practice, and remains relevant. • Develop relevant GEDSI related policies and procedures applicable for use on the Australian Volunteers Program as well as for other AVI managed programs. • Oversee GEDSI-related working groups and ensure that learnings are captured in program implementation. • Develop and implement a broad range of inclusion and diversity initiatives to increase access to the Australian Volunteers Program from within Australia and overseas. • Provide advice and support to staff regarding GEDSI related initiatives (e.g. disability, diverse SOGIESC, gender equality), working closely with in-country teams and partner organisations as required. • Ensure that GEDSI activities are embedded within programmatic and operational activities across the Australian Volunteers Program and AVI more broadly (such as recruitment and training of volunteers, working with Australia and partner organisations) • Support the delivery of access and inclusion plans across the program. Review plans submitted. 	<ul style="list-style-type: none"> • Strategies, policies and procedures are relevant, compliant, reflect best practice, up to date and well understood by key stakeholders. • Increased access by a diverse and broad range of Australians to the Australian Volunteers Program • Understand of the importance of GEDSI related initiatives across the program and AVI more broadly is enhanced.

<p>Relationship management</p>	<ul style="list-style-type: none"> • Update and respond to DFAT in a timely and professional manner. • Work with senior program and organisational staff to share information regarding GEDSI. • Work with key international and Australian organisations, including Forum and ACFID to represent AVI and the program. 	<ul style="list-style-type: none"> • Positive feedback from key internal and external stakeholders.
<p>Stakeholder development and training</p>	<ul style="list-style-type: none"> • Design and deliver training to promote GEDSI in the context of the Australian Volunteers Program and AVI more broadly. Participants may include staff, volunteers and representatives from our global partner organisations. • Act as a resource and liaison point for all AVI staff in Australia and overseas to ensure GEDSI initiatives are incorporated into program and organisational activities as appropriate. 	<ul style="list-style-type: none"> • Training programs designed and delivered and suitable for stakeholders • Positive feedback from internal and external stakeholders
<p>Teamwork</p>	<ul style="list-style-type: none"> • Develop and maintain productive working relationships with internal and external stakeholders, particularly across a range of cross cultures. • Ensure up-to-date information is effectively communicated across all program teams. • Participate in team activities and meetings demonstrating respect and consideration for individual experience and expertise. • Engage in continuous learning and contribute positively to a collaborative and respectful working environment aligned with the culture and values of AVI. 	<ul style="list-style-type: none"> • Mutually respectful and collaborative working relationships within and between teams • Feedback from stakeholders
<p>ADDITIONAL REQUIREMENTS:</p> <ul style="list-style-type: none"> • In addition to the above, any and all other duties and responsibilities are to be performed as required and consistent with this role. • This role may require some work outside of regular hours. • Understanding of, and commitment to, EEO and privacy principles • A Background and Security and commercial credit check will be performed as a requirement of this role. • An offer of employment to this role may be subject to a satisfactory criminal record check. This may require appropriate international police clearances if you have lived in a country 		

(or countries) outside of Australia for a period of more than 12 months in the last five (5) years.

- Continued employment may be subject to additional security checks from time-to-time
- Some interstate and international travel may be required.