

Job Description: Programme Coordinator

Thank you for your interest in this new role at Papua Partners, a small dynamic international development charity working in West Papua (Indonesian New Guinea). We have been working together in partnership with West Papuan organisations, networks and faith groups since 2006 in community driven development, peacebuilding, environment and gender equality.

We're looking for a motivated, dynamic and experienced professional to lead on the implementation of Papua partners strategy, with a strong technical background within the areas of peacebuilding, community development, youth engagement and leadership mentoring.

The role will include equipping, and accompanying partner organisations, supporting the development of movements and networks, managing projects, business development, communications and advocacy. You will work closely with our CEO based in the UK, the Gender and community mobilisation coordinator who is based in Papua, UK Board of Trustees, local partners and volunteers. Papua Partners is driven by a faith-based approach to change, and we partner with a variety of groups including churches and faith-based organisations. It is important that you are understanding of this approach.

This is a vital role where you will be walking alongside West Papuan organisations and supporting them to achieve their visions. Our strategy and programmes are led by our partners and our role is to equip, accompany and support them in scaling up and mobilising local, national and international movements for change.

ROLE OVERVIEW

Organisation: Papua Partners UK www.papuapartners.org

Role: Papua Coordinator

Hours: Full time

Type/Contract: 1 Year Fixed Term (12 months) with possibility of extension subject to discussion and funding. Three-month probationary period.

Location: West Papua

TO APPLY

To apply for this post please submit an up-to-date CV and covering letter outlining why you would like to take on this role. Please feel free to get in touch via email (naomisosa@papuapartners.org) in advance of submitting your application should you have any questions.

This position will be kept open until a suitable applicant is found.

RESPONSIBILITIES

1. Lead on the implementation of the Papua Partners strategy in West Papua in coordination with CEO.
2. Provide accompaniment to partners in supporting them to achieve their visions. This includes support in project management, finance management and fundraising.
3. Management of projects in coordination with local staff and partners including peacebuilding, church and community mobilisation, environment, stopping violence against women and others as they develop.
4. Development and delivery of training to support partner needs in coordination with local partners.
5. Support and accompaniment to local cohorts of agents of change including peacebuilding, community mobilisation and GBV.
6. Support local partners and networks in their advocacy work with international partners and in their work to develop movements for change.
7. Provide input to organisational communications work to support fundraising, which includes development of campaigns across our website and social media, as well as keeping donors updated and engaged.
8. Development of new business to fund priority areas through building new donor relationships, managing current relationships and proposal development.
9. Development and management of systems and processes for organisational and project management to ensure best practice.

This is the first role of this kind that the organisation has recruited. It is an exciting opportunity for an ambitious individual to develop the role going forward.

PERSON SPECIFICATION

ESSENTIAL

- **At least 5 years' experience of working for a Non Profit in a leadership position** ideally with a focus on community development and/or human rights and peacebuilding
- **Technical Expertise:** Has proven practical experience in implementing programs and delivering training in areas ideally: conflict analysis, peacebuilding, community development, gender based violence. Has experience in delivering training and accompaniment in organisational development in areas including financial management, safeguarding, risk management, project management and fundraising.
- **Communicating:** Ability to communicate well in written and spoken English and able to communicate complex ideas simply; Fluent in Bahasa Indonesia and seeks to motivate and inspire others;
- **Coaching/Mentoring:** Experience in supporting and mentoring change agents who are engaged in social change
- **Partnerships and Relationship Building:** Demonstrable ability to build and maintain relationships with a wide variety of stakeholders including partners, government, donors, and other stakeholders

- **Fundraising:** Demonstrable experience of leading business development from a variety of sources and delivering income growth from grant making trusts, corporates, institutional donors, and events.
- **Project Management: Proven experience in successful project management including participatory planning, monitoring and evaluation** as well as strong financial management.
- **Proactive and productive:** has a clear sense of purpose, ability to multi-task and prioritise. Delivers objectives within agreed timescales; can work independently and manage time well.
- **Understanding Christian Identity:** Demonstrates a sympathetic understanding of the beliefs and practices of Christian faith and approaches to poverty alleviation and justice

TO NOTE

This job description is a starting point and we would look to shape the role with the post holder in the best interests of the charity as it develops and grows.

Equality, Diversity & Inclusion

Papua Partners is proud to commit to creating and celebrating a diverse and inclusive team to deliver the best quality programmes we can. We are welcoming and inclusive and provide a family friendly and flexible environment.