

HAGAR

The whole journey

PROGRAM AND POLICY MANAGER - Full-time (4 days a week will be considered)

- **Oversee the full program and policy portfolio of a small, high-performing not-for-profit**
- **Undertake advocacy on the new Modern Slavery Act**
- **Annual monitoring visit to Cambodia or Vietnam**

This is an opportunity to work in a dynamic, collaborative small team that achieves impact well beyond its size to transform the lives of some of the world's most vulnerable women and children who have been trafficked, enslaved or abused.

We are Hagar:

- We transform the lives of women and children who have been trafficked, enslaved or abused in a number of countries across Asia.
- We also work to combat trafficking, slavery and abuse through training, awareness-raising and advocacy.
- We have been doing this work for 25 years and have transformed thousands of lives.
- Hagar Australia's small, passionate team is based in Melbourne and works collaboratively as part of the global Hagar network.
- We are a Christian organisation that respects and works with people of all faith backgrounds
- We are supported by a diverse range of generous donors, from individual monthly donors to large corporations and philanthropic foundations.

The role:

- Directly manage all projects funded by Hagar Australia across Cambodia, Vietnam and Afghanistan, ensuring they reflect best practice.
- Undertake research and advise on public policy relating to human trafficking and modern slavery.
- Ensure Hagar Australia's compliance with the Australian Council for International's Code of Conduct
- Help prepare grant applications and produce regular reports for successful grants
- Actively contribute to Hagar's global Quality Assurance Working Group
- Manage an international development intern
- Play an active role in managing the practical operations of a small office.

On a typical day, you might:

- Work with colleagues in Vietnam to develop a project report for DFAT
- Participate in a Quality Assurance Working Group web-conference
- Appraise a project to assess whether Hagar Australia should fund it
- Assist with advocacy on the Modern Slavery Act
- Need to roll your sleeves up, step outside of your position description, answer some phones and contribute to whatever else might be happening in the office that day!

The essentials:

- At least three years' experience working in international development in either a program management or policy/advocacy role.
- Understanding of the key principles of child protection and gender equality and experience applying these in an international development context.
- Outstanding interpersonal skills and the ability to build collaborative relationships across distance, culture, gender and age.
- Compelling written communication skills.
- Strong organisational and project management skills.
- A commitment to Hagar's mission and values, including the protection of children and survivors of human rights abuses.

Not essential, but definitely a bonus:

- An understanding of the issues of human trafficking and slavery
- Experience working in a developing country context, especially in Asia.
- Experience managing compliance with the ACFID Code of Conduct
- Formal qualifications in international development or another relevant field, or past research on human trafficking, slavery, gender-based violence or child protection.
- Experience writing grant applications and reports.

The reward:

- The opportunity to manage the full program and policy portfolio of a small, high-performing not-for-profit
- The chance to contribute to policy and advocacy on modern slavery at a time when it has more momentum than at any other time in Australian history following the passage of the Modern Slavery Act.
- The opportunity to work directly with experienced colleagues across Cambodia, Vietnam and Afghanistan.
- Annual travel to undertake monitoring in Cambodia and/or Vietnam.
- The opportunity to work in a dynamic, innovative and collaborative small team that achieves impact well beyond its size.
- The chance to play a leadership role across the global Hagar network.

Applications:

To apply: Please send a cover letter, your CV including three references, and a statement outlining how you meet the essential criteria and any of the desirable criteria that may apply to Jo Pride at jo.pride@hagar.org.au by Friday 8 February 2019.

Please note:

Hagar Australia is a child-safe organisation and takes client and staff protection seriously. Prior to any offer of employment, pre-employment checks must be completed; these will include reference checking and a national criminal history check.