

POSITION DESCRIPTION

Title: Programmes Coordinator

Date: August 2024

Department: Programmes

Responsible To: International Programmes Manager

Background

The Leprosy Mission New Zealand (LMNZ) is a Christian aid and development organization and a member of the Leprosy Mission Global Fellowship. Our global vision is to see 'leprosy defeated, and lives transformed'. As part of the Global Fellowship, we are committed to achieving a world with zero transmission of leprosy by 2035.

LMNZ receives funding from the New Zealand government through the NZ Aid Programme, along with donations from compassionate New Zealand supporters. Established in 1912, LMNZ is one of New Zealand's oldest charities, a registered charity, and governed by an independent Board.

Purpose of the Position

The Programmes Coordinator will play a key role in supporting the planning and implementation of LMNZ's programme work in defined areas, taking responsibility for the development of an agreed number of long-term programmes and projects. This includes close collaboration with partners and managing reporting requirements for the assigned programmes/projects. The position also involves producing progress reports and financial acquittals for government-funded projects and programmes, developing new proposals for government funding, and producing impact reports.

Key Relationships

- **International Programmes Manager:** Direct supervisor of this position.
- **Executive Director:** Provides guidance and support to this role.
- **LMNZ Staff and Consultants:** Collaboration across the staff team and with consultants.

- **Programme Committee:** The Programmes Coordinator is a member of this committee.

Accountability and Support

- **Accountability:** Expected results will be measured through agreed Key Performance Indicators (KPIs) and an annual performance review.

Key Responsibilities

1. Programme Implementation

- Contribute to the development of LMNZ's programmes portfolio, particularly in alignment with MFAT funding pathways.
- Engage with key institutions and organizations in New Zealand, including MFAT, CID, academics, and civil society networks, representing LMNZ as appropriate.
- Contribute to Leprosy Mission Global Fellowship strategy, forums, and initiatives as required.
- Perform other programme support tasks as necessary.

2. Support and Coordination of Programmes/Projects

- Support and coordinate all aspects of LMNZ's programmes/projects portfolio, in line with LMNZ's Strategic Plan.
- Provide active support to the Bougainville Healthy Communities Programme, which may require annual visits to Bougainville.
- Support implementing partners and LMNZ Programmes Team in MERL tasks.
- Contribute to the initiation, feasibility, design, and appraisal of new programmes/projects or development interventions with partners.
- Support long-term programme partnerships, including capacity building, mentoring, risk management, reporting, and financial management.

3. Communication and Liaison

- Collaborate closely with internal colleagues, providing field information and photography to achieve LMNZ's fundraising and supporter engagement objectives.
- Share knowledge and lessons learned from programmes/projects experiences with colleagues and stakeholders.
- Actively collaborate with LMNZ team members and programmes staff from across the Leprosy Mission Global Fellowship, as required.
- Perform other tasks as required.

4. Key Projects and Tasks

- Collaborate with the International Programmes Manager to compile project progress reports and acquittals according to MFAT funding guidelines.
- Develop and write new funding proposals in collaboration with field partners, as needed.
- Provide regular impact reports to the Programmes Team.
- Support MFAT-funded programme responsibilities, reporting, and accountabilities related to agreed areas of programme implementation.
- Collaborate with the Programmes Team to manage workload and priorities, ensuring the timely and effective delivery of the programmes portfolio.

Competencies

1. Professional Skills, Technical Knowledge, and Experience

- Tertiary qualification in a relevant discipline.
- Sound understanding of development principles and proven experience as a development practitioner with a minimum of 3 years of experience.
- Sound understanding of development issues and their application in developing countries.
- Proven experience in managing government-funded projects.
- Ability to develop and write successful funding proposals for institutional funders.

- Excellent financial skills with the ability to produce project financial acquittals.
- Ability to coordinate a range of complex tasks simultaneously and effectively prioritize and organize workload.
- Effective liaison skills with staff and stakeholders.

2. Personal Attributes

- Strong interpersonal skills with a proven ability to work as a willing, inclusive, and respectful team player or leader, comfortable with consensus decision-making.
- Ability to work under pressure, especially in problem-solving, with the capacity to identify issues and develop appropriate responses based on sound judgment.
- Proven experience in building cross-cultural relationships with sound political judgment, tolerance for other perspectives, and cultural sensitivity.
- Capacity and flexibility to travel to developing countries; must have NZ work visa or residency and a police clearance.
- Ability to develop professional relationships of trust and confidence, equitable partnerships, and work effectively in cross-cultural environments.
- Passion and enthusiasm for LMNZ's mission and vision, with a commitment to the organization's values and culture.

Safeguarding (Child and Vulnerable Adult Protection) / Preventing Sexual Exploitation, Abuse, and Harassment

Employment is conditional on the review and acceptance of The Leprosy Mission Safeguarding Code of Conduct and a satisfactory Ministry of Justice Criminal Conviction History check. The following LMNZ policies must be reviewed and understood before signing the Safeguarding Code of Conduct: Safeguarding, Preventing Sexual Exploitation, Abuse, and Harassment, Bullying and Harassment, and Whistleblowing.

Travel

The Programmes Coordinator will be expected to undertake travel to fulfill these duties and meet agreed outcomes. LMNZ works in areas that may be subject to natural disasters and/or civil conflict, which can be potentially dangerous. LMNZ is committed to staff safety and does not permit anyone to enter clearly hazardous or high-risk areas. Staff must take advice from local partners and authorities on security issues. While traveling, staff may need to make assessments concerning potential hazards and risks, with the assurance that LMNZ will always respect and support decisions made for reasons related to personal safety.