**POSITION DESCRIPTION**

**Position Title:** Pass It Back Secretariat Support Officer  
**Department:** Programs  
**Location:** Vientiane, Lao PDR with Travel  
**Reports to:** Pass It Back Program Manager  
**Employment Status:** Consultancy (long-term possibility)

**ORGANISATIONAL CONTEXT**
ChildFund Australia is an international development agency that works in partnership with children and their communities to create lasting and meaningful change by supporting long-term community development and promoting children’s rights.

ChildFund Australia directly implements child-focused development programs in Vietnam, Papua New Guinea (PNG), Cambodia, Laos and Myanmar, and works in conjunction with the ChildFund Alliance global partnership and other partners to deliver programs in countries throughout Asia, the Pacific, Africa and the Americas. ChildFund Australia’s goals are to deliver quality development programs that are respectful, responsive and effective in eliminating or reducing poverty for children, their families and communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 12 organisations, which assists more than 15 million children in 55 countries. ChildFund Australia is a registered charity and is fully accredited by the Department of Foreign Affairs and Trade (DFAT).

**PROGRAM CONTEXT**
This position is engaged by Pass It Back, an innovative regional Sport for Development program using rugby to equip children and young people in a dynamic Asia to overcome challenges, inspire positive social change and ‘pass it back’ to their communities. The program has engaged a diverse set of partners to work towards leveraging two major sporting events, both hosted in Asia, by using rugby as a platform for development, with a focus on leadership, gender equity and economic empowerment for children and youth.

**JOB PURPOSE AND REPORTING STRUCTURE**
The Pass It Back Secretariat Support Officer is responsible for providing support to the Pass It Back Program Manager, the representative for the Pass It Back Secretariat. The Secretariat is responsible for coordinating partners and activities across this regional Sport for Development program lead by ChildFund Australia, in partnership with Women Win and Asia Rugby.

The position reports to the Pass It Back Program Manager.

It is anticipated that this position will be most suited to a committed, motivated, early career development professional, interested in gaining experience in Sport for Development programming, project and program management and partnership management.

**POSITION SUMMARY**
The Pass It Back Secretariat Support Officer will undertake the following key roles:
- Knowledge management;
• Partner liaising;
• Communications support;
• Administrative and financial support;
• Monitoring and evaluation support.

The Pass It Back Secretariat Support Officer has no management responsibility and will work closely with Pass It Back staff and partners in multiple countries, with Laos and Vietnam an initial focus.

KEY AREAS OF RESPONSIBILITY

Knowledge Management
• Ensure that all documentation generated by Pass It Back is systematically documented online and offline as appropriate, including non-English language content, and shared;
• Ensure that partner sign-off and approval for documents is systematically documented and obtained;
• Ensure that partners are regularly informed of reporting deadlines and provided with access to information as requested;
• Ensure that reporting and compliance documentation is provided and stored safely and in an organised manner, online and offline as appropriate;
• Manage the Pass It Back Basecamp project (an online knowledge management platform) and to ensure that all relevant information is available and documented.

Partner Liaising
• Follow-up with partners at all levels in relation to reporting deadlines and agreements;
• Follow-up with partners at all levels around documentation reviews and inputs according to agreed deadlines;
• Support partners with access to relevant information from Pass It Back;
• Systematically store all relevant partner information, reports and compliance information.

Communications Support
• Ensure Pass It Back brand compliance on all content generated;
• Coordinate social media and website updates and information sharing;
• Provide basic graphic design and website update support;
• Coordinate online and offline media content generation with Pass It Back partners;
• Coordinate communication between the Pass It Back Secretariat and partners at all levels.

Administrative and Financial Support
• Ensure Pass It Back internal reporting requirements are met through coordination with different Pass It Back partners;
• Support the preparation and presentation of information and talking points;
• Ensure that project cycle management is documented as per organisational requirements;
• Support with the organisation of travel and meetings for the Pass It Back Secretariat and partners;
• Manage and direct communications to the Pass It Back Secretariat as appropriate;
• Oversee Pass It Back Secretariat purchasing and budget management;
• Support partner compliance checks in-line with partnership and project agreements.
Monitoring and Evaluation Support

• Coordinate the collection and safe storage of monitoring and evaluation data;
• Assist with data cleaning and follow-up of missing data;
• Support implementing partners with the use of monitoring and evaluation tools.

Other

• Write research and information briefs as required;
• Provide support to the Pass It Back Secretariat as required.

REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS

Core Competencies

• Commitment to ChildFund Australia’s values, vision and mission;
• Teamwork;
• Communication;
• Accountability and integrity;
• Adaptability and flexibility.

Functional/Technical Competencies

• Strong program and project development and management understanding;
• Strong IT and social media skills, preferably including graphic design programs and Mac usage;
• Fluent user of English language, both written and spoken (including public speaking);
• Sports coaching/officiating/first aid experience, with rugby-specific experience an advantage;
• Strong interpersonal skills;
• Demonstrated understanding of children’s rights and participation in practice;
• Demonstrated understanding of Sport for Development.

Qualifications and Experience

• Overseas experience in less-developed contexts essential (with Asia an advantage);
• Mother tongue fluency in English (understanding, written and spoken) with Lao and/or Vietnamese an advantage;
• Representation experience, including public speaking;
• Flexible and willing to travel;
• Solid experiences of engaging and working with children and youth;
• Demonstrated willingness to work in a complex partnership environment with multiple competing priorities as a representative of ChildFund Australia;
• Experience of working successfully with diverse teams in multiple locations.

WORKING CONDITIONS AND OTHER ESSENTIAL REQUIREMENTS

• The successful candidate must be available in, able to relocate to or regularly able to travel to, the Lao PDR;
• Adherence to written confidentiality policy/agreement is required;
• Local and international travel will be required;
• Appointment to this position is dependent upon successful completion of a Police Check and signing of ChildFund’s child protection policy and procedure code of conduct;
• Commitment and adherence to ChildFund policies and procedures is required.
STANDARD OCCUPATIONAL HEALTH AND SAFETY (OHS) RESPONSIBILITIES FOR MANAGERS

• Cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.

HOW TO APPLY
Applications can be made by email to info@passitback.org; all other applications will be rejected. In addition, ChildFund will ONLY accept applications that include a CV and a cover letter that address the criteria above.

ChildFund will not return any applications and does not require interested candidates to submit copies of certificates, ID cards or any other information.

ChildFund is an equal opportunities employer and has a strict child protection policy and background checks will be undertaken prior to any offer of employment. All candidates should submit two professional referees including their current or most recent employer.

APPLICATIONS SHOULD ONLY CONTAIN A CURRENT CV AND A COVER LETTER IN ENGLISH ADDRESSING THE CRITERIA OUTLINED FOR THE POST.

Please send all applications to info@passitback.org

The closing date for applications is 7 August 2015.

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