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| **Job/Role Title** | **Chief, Australia & New Zealand Office** |
| **Division** | **Global External Relations** |
| **Grade** | **G** |
| **Location** | **Australia (flexible within Australia)** |
| **Responsible to** | **Director, Donor Relations and Fundraising** |
| **Date** | **March 2023** |

**Role Purpose:** To externally position IPPF and its Member Associations as leading players in the sexual and reproductive health and rights (SRHR) sector in the Asia Pacific region, fostering new partnerships and income generation opportunities.

**Context of role:**

* The Chief of the IPPF Australia and New Zealand Office leads IPPF’s global relationship with the Australian Department of Foreign Affairs and Trade (DFAT) as well as New Zealand’s Ministry of Foreign Affairs and Trade (MFAT).
* It is a critical part of IPPF’s Donor Relations and Fundraising team in the Central Office, working closely with team members based in London, France, and Washington DC, as well as with Regional Offices across the Secretariat.
* As an external facing role, the Chief is focused on building IPPF’s profile, influence, and partnerships in the Asia Pacific region to advance IPPF’s Strategy 2028.

**Role Deliverables**:

* Maintain core and restricted funding from DFAT and MFAT working in conjunction with Secretariat teams across the Federation, and secure funding increases and/or diversification where feasible.
* Lead and support donor engagement initiatives in the region, with a particular focus on DFAT and MFAT.
* Increase IPPF’s visibility and enhance the Federation’s relevance and credibility as a strategic partner for government, civil servants, parliamentarians, and the broader public.
* Lead IPPF’s membership and engagement within the International Consortium for Sexual and Reproductive Health and Rights, comprised of 10 Australian NGOs working to ensure universal access to SRHR.
* Provide SRHR policy guidance and inputs to DFAT, MFAT, and the Australian Parliament as required on relevant matters.
* Maintain oversight of all DFAT and MFAT restricted programming as a donor liaison function, and ensure contractual obligations are met.

**Reporting/Management Responsibility:**

* External Relations Coordinator for Australia & New Zealand Office (casual role working 2.5 days per week)

**Key Skills/Expertise:**

* Proven track record in liaising with external stakeholders and forging new relationships.
* Demonstrated competence and past performance in securing funding from institutional donors. Experience with securing funding from DFAT and MFAT will be highly regarded.
* Previous experience in the SRHR sector at a global level, including understanding of the current policy landscape.
* A strong understanding of politics, funding structures and processes in Australia (for New Zealand, advantageous).
* Excellent interpersonal skills, including representation capacity in high level external and/or donor forums.
* Excellent written communication skills with proven ability to develop and review competitive proposals, policy briefs, donor reports, strategy documents, and external communications materials.
* Demonstrated people management skills.
* Strong cross-cultural sensitivity and communication skills.
* Excellent time management skills required to meet tight deadlines.
* Strong attention to detail.
* Demonstrate an understanding of and commitment to safeguarding in local and international context.
* Agreed to sign and adhere to IPPF’s Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.
* Adhere to the safeguarding reporting and monitoring requirements of this role.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment.