

## POSITION DESCRIPTION

### AFAO Project Coordinator

#### Position Objective

To support AFAO in ensuring the organisation provides leadership in the region through its international program and through its activities and programs that implement the National HIV Strategy. This position involves the ongoing coordination of complex projects.

#### Location and Reporting Structure

This position is based in Sydney, Australia, and reports to the Deputy Chief Executive Officer.

#### Organisational Context

In Australia, AFAO leads the national effort to end HIV on behalf of its member organisations who represent the diverse communities most affected by HIV – lesbian, gay, bisexual, transgender and intersex communities, sex workers, people who inject drugs, people with HIV and Aboriginal and Torres Strait Islander communities.

Internationally, AFAO contributes to the development of effective HIV policy and programs in Asia and the Pacific, fosters the development of regional and country-level community responses to HIV, and represents Australia's community response to HIV in global forums.

AFAO is the Principal Recipient for the *Sustainability of HIV Services for Key Populations in Asia* (SKPA-2) program, funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria. The program is three years in duration and commenced on 1 July 2022.

As the global HIV epidemic enters its fourth decade, AFAO is increasingly called upon to respond to the changing contexts and demands in our region, and potentially beyond it. The move towards Universal Health Coverage and Sustainable Development Goals is shifting global HIV efforts toward a more system-based response. Issues such as co-infection with TB and system-wide health responses must increasingly be considered. These developments require that AFAO adaptively respond, contribute its leadership to the civil society movement for HIV, wider health and human rights issues for key populations and facilitate mutual learning between Australia and Asia and the Pacific.

AFAO's Board has established an International Advisory Committee to provide expert advice and recommendations in this new environment. The core function of the Committee is *to advise the Board on AFAO's strategic positioning, direction and approach for its international work program, including through funds mobilisation.*

The Committee also acts as an additional source of input to AFAO's Board on the delivery of AFAO's international programs, specifically, AFAO's *Sustainability of HIV Services for Key Populations in Asia* (SKPA-2) Program.

## Principal Duties

The Project Coordinator is an integral member of AFAO, dedicated to the common goals of ending HIV transmissions and reducing its impacts. They will support AFAO in championing this cause by participating in innovative and strategic initiatives to achieve AFAO's mission. Reporting to the Deputy CEO, the Project Coordinator will administer the International Advisory Committee, the Governance and Membership Committee, and support AFAO's ongoing membership to the Australian Council for International Development (ACFID). This position also leads the administration and reporting associated with other routine meetings that form part of AFAO's peak body responsibilities. Additional duties include:

- Support AFAO's advocacy to end HIV transmission through the coordination and management of various complex projects. This includes project and logistics management, stakeholder engagement, product development and event coordination.
- Support the promotion of AFAO's program and policy work through social media (LinkedIn, Twitter and Facebook) and support AFAO's communications advisors with the implementation of the social media strategy
- Support the organisation's role as the informal secretariat of the Parliamentary Friends for Action on HIV/AIDS, STIs and other Blood-Borne Viruses.
- Cultivate networks of stakeholders, including from AFAO's members, researchers, clinicians, and others who can support AFAO's analysis and response to issues.
- Support the organisation to meet its reporting obligations to the Commonwealth Department of Health.
- Support the preparation of reports, analysis, briefings and discussion papers and short communications for AFAO's Board.
- Support the development of resources showcasing AFAO's work internationally, presenting AFAO's mission, values and objectives to global audiences.
- Support the analysis, engagement and cultivation of potential partners and resources to achieve AFAO's mission.
- Develop the capacity to identify opportunities for AFAO's members and affiliates to engage with and support regional and global HIV responses.
- Support the preparation of proposals, submissions and grants applications that include AFAO as a lead or partner agency.
- Understand, implement, participate in, and promote AFAO's business processes, policies and procedures, and WHS objectives, processes and procedures.
- Perform other appropriate duties and responsibilities as assigned by the Deputy Chief Executive Officer.

## Challenges and Problem Solving

The position-holder will be expected to manage the following challenges:

- Supporting the preparation high-quality proposals and applications through input from AFAO's domestic and international teams.
- Managing multiple projects with varied timeframes.
- Making excellent judgements about priorities and managing those priorities so deadlines are met.
- Understanding the nuances of HIV and the role of Civil Society Organisations in the national and regional HIV responses to support AFAO to achieve its goals.

- Comprehending the complexity of the lived experience of people with and affected by HIV, the challenges of navigating HIV risk and the intersectionality of the lived experience of marginality and disadvantage to support AFAO's commitment to 'leave no one behind' in ending HIV transmission and reducing HIV stigma and discrimination.
- Effectively responding to sensitive issues and knowing when to engage management's support or escalate matters to management.

### **Decision Making**

The role of Project Coordinator is critical to AFAO's success.

The Project Coordinator exercises considerable day-to-day discretionary and decision-making responsibility within the framework set by an annual work plan, which is developed in consultation with, and approved by, the Deputy Chief Executive Officer.

The Project Coordinator discusses major issues and issues of potential sensitivity involving reputational risk with the Deputy Chief Executive Officer for direction and support.

In exercising their responsibilities and making decisions, the Project Coordinator is bound by AFAO's Code of Conduct and policies and procedures.

### **Performance Review**

The Project Coordinator will participate in an annual work planning and performance appraisal process for this role with the Deputy Chief Executive Officer.

Key Performance Indicators for the role will include:

- The provision of highly effective support to enable AFAO to achieve the vision and goals of its international strategy.
- High quality administrative support to enable the International Advisory Committee, and the Governance and Membership Committee to operate effectively.
- The rapid development of effective and ongoing relationships with AFAO staff and stakeholders in Australia, and in our international program.
- Making excellent judgments about priorities and managing those priorities.
- Effectively responding to potentially sensitive issues and knowing when to engage management's support and when to escalate matters to the Deputy Chief Executive Officer.
- Completion of duties in an efficient and effective manner.

### **Skills and Experience**

- Excellent written and oral communication in English and interpersonal skills.
- Capacity to conceptualise solutions to complex issues relevant to international development assistance, HIV, public health and diverse sexual and gender identities.
- Experience of engaging with the international development sector and/or Australia's public health system.
- A proven track record of autonomously planning and using systems management to map, implement and complete complex projects, including the capacity to manage concurrent projects and meet deadlines.

- Ability to thrive in a team environment.
- Negotiation skills to achieve results while maintaining important relationships and representing the organisation.
- Ability to work collaboratively to resolve complex issues, including with stakeholders who may have differing views and conflicting interests.
- Excellent judgement to manage and advise on sensitive issues that may involve reputational risk.
- Tertiary qualifications in one or more of science, public policy, international development, social sciences and the humanities or equivalent experience in social change, policy, project management international development or a similar field.

#### **Desirable skills and experience**

- Experience in the delivery of programs, projects or services.
- Experience working or volunteering in community organisations in Australia or elsewhere.
- Experience liaising with high-level domestic stakeholders, including Federal politicians, UN bodies and/or sector experts.
- Experience in minute taking and administering governance reporting.

#### **Travel**

The position is based in Surry Hills, Sydney and may require some domestic travel.