

**Why we are here**

To stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature.

wwf.org.au

Job Description

WWF-Australia

ABN 57 001 594 074

Department	Operations
Unit/team	Legal
Job Matrix Group	WWF Clerical and Administrative
Job Matrix Level	8
Job Title	International Development Partnerships Manager
Reports to	Chief Legal and Risk Officer
Direct Reports	None
Location	WWF-Australia Office
Other location/s	Location negotiable
Job Type	Full Time Ongoing Contract
Hours per week	38
Award Coverage	Award Free
Approval	Head of People and Property
Approval Date	02/02/2025

Organisational Context

For over 60 years, WWF has been a powerful voice for nature and communities. We are a values-driven and diverse global network of local organisations working in 100 countries. We work as a catalyst with communities, First Nations, governments, businesses, innovators, and philanthropists towards our global mission: to build a world where people live and prosper in harmony with nature.



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WWF-Australia uses our expertise to conserve biodiversity, empower communities and halt climate change in Australia and the Asia-Pacific region. With the knowledge and traditions of First Peoples and local communities, together we can bring change on a global scale for climate, nature, and people. Join us and help Regenerate Nature by 2030.

**Department
Context**

WWF-Australia's strategy requires all staff to support the delivery of our objectives which aim to catalyse regeneration towards 2030 across the following strategic priorities: Regenerative Sky (Climate), Regenerative Country (Land) and Regenerative Saltwater (Oceans) - that deliver inclusive conservation outcomes. These three solution pathways are enabled by a focus on Mobilising Millions, a Regenerative Economy and ensuring a Future Fit Organisation.

The Operations department is responsible for all aspects of Finance, Legal, Technology, Commercial, Contracts, People, Property and Facilities, Procurement, Risk including Work Health & Safety, Insurance and Compliance as the functions of Safeguarding Focal Point and Privacy Officer. The department supports the delivery of WWF's conservation and revenue goals in accordance with the strategic plan and annual business plans.

Job Purpose

The position manages, supports and drives and embeds change in institutional and implementing partnerships to ensure effective, efficient, inclusive, and impactful implementation across WWF-Australia's international development program.

**Key
Accountabilities**

- Leads the design and implementation of partnership management systems in line with good international development practice and the DFAT Australian NGO Cooperation Program (ANCP) standards, incorporating partner due diligence and periodic capacity reviews, capacity development support initiatives, and annual partnership health-checks.
- Partners with program managers, safeguarding and inclusion specialists, and finance team to develop and coordinate integrated training and onboarding for international partner organisations.
- Leads periodic reviews of partnership effectiveness to inform recommendations to senior management.
- Leads and administers WWF-Australia's membership of the ANCP, including coordinating and consolidating annual proposals and performance reports for submission, supporting the completion of annual Recognised Development Expenditure reporting, and assisting project managers and partners to implement and report on activities in line with ANCP requirements and standards.
- Facilitates WWF-Australia's membership of the Australian Council for International Development (ACFID), including coordination of ACFID reporting and Code Self-Assessments.
- Facilitates an internal community of practice aimed at sharing lessons and partnership management approaches between international and domestic programs.
- Partners with senior management to identify and develop new implementing partnerships in emerging priority areas.
- Partners with the revenue development teams with technical input and partnership considerations for funding proposals and grant applications.

**Job Level
Responsibilities**

- Contributes to strategic leadership that drives improvement, innovation and results across one or more programs/teams.
- Directs compliance with legislation and standards, policies and practices, information security, health and safety, child protection, prevention of sexual exploitation and abuse, security, sustainability, and equal employment opportunity.



- Aligns staff with WWF's mission, Guiding Principles, Brand, and I-CCaRe Values – Integrity, Collaboration, Courage, and Respect.
- Champions the brand to build trust and optimises brand opportunities to drive donor and partnership engagement
- Represents WWF-Australia as a technical expert/authority within discipline nationally and internationally.
- Seeks approval from the CEO for international travel.

Relationships & Communications

Team-working is WWF's preferred way of working requiring positive and constructive relationships across the organisation. Key relationships include:

- COO, Transformation Team and specifically, other internal stakeholders, including Experience (Content and Engagement), Operations (especially Finance -Senior Manager, International Financial Partnerships) and Conservation teams (Inclusion, Equity and Safeguards Lead).
- External agencies and peak bodies, including DFAT and ACFID.
- WWF International and other WWF Offices in connection with international reporting responsibilities.
- Implementing partners, primarily WWF offices in developing countries.

Job Challenges

- The position requires the skills to build trust and work collaboratively to support effective and efficient management across diverse teams and multiple partners.
- Driving and embedding change with due consideration to the change management process.
- The geographically dispersed nature of WWF and its partners and stakeholders requires advanced communication and engagement skills.
- Pro-actively managing competing priorities with both internal and external stakeholders.
- Communicating complex requirements and standards to a diverse network of partners, often across linguistic and cultural barriers.

Essential Selection Criteria

- Advanced partnership and/or program management skills.
- Demonstrated leadership skills including; influencing, coaching, and engaging staff without having direct reports in a way that is consistent with WWF's strategic direction, operational requirements, structure and values.
- Demonstrated experience in using strength-based approaches to develop and implement training and/or capacity development support initiatives, ideally in a cross-cultural context.
- Knowledge of international development policy and practice, including an understanding of the principles of locally-led development/localisation.
- Knowledge and understanding of risk management, compliance requirements and corporate governance.
- Excellent communication, relationship building and networking skills including influencing, negotiation, deep listening and interpersonal skills within cross-cultural contexts.
- Experience writing and/or coordinating proposals and/or reports for government or other institutional donors.
- Experience conducting due diligence and/or capacity/Organisational Development assessments of implementing partners.
- Demonstrated ability to work in a flexible team-based environment.



- Demonstrated ability to prioritise, meet deadlines and maintain a high level of attention to detail.

Desirable Selection Criteria

- Experience working on programs funded by DFAT or other government agencies.
- A strong interest in environmental conservation, sustainable development, and social justice issues.
- An understanding of, and support for, workplace sustainability principles.
- Change champion and solution-focussed mindset.

Credentials

- Tertiary qualifications in a relevant discipline including international development, environmental science, management/business or equivalent experience is required.

Does this role involve working with children?

- Yes

Job Requirements

- Employment screening checks (e.g. Criminal Record Check or Working with Children Check).
- After hours work on infrequent occasions.
- Interstate/international travel infrequently and with advance notice.

How to Apply

Applicants can apply via <https://wwf.org.au/about-us/jobs-at-wwf/>. Only those applicants applying online via the eRecruitment System will be considered.

Please include the following two attachments: (1) a cover letter/statements against the selection criteria and (2) your resume (CV).

Note that applicants require current unlimited working rights in Australia to be eligible for this role.