



POSITION DESCRIPTION

TITLE	Program Operations (POT) Volunteer
RESPONSIBLE TO	Program Coordinator, Program Operations Team
LOCATION	Remote, or in person at QV Commons, Melbourne. A mix of both is welcome. Must hold the right to work or volunteer in Australia.
EMPLOYMENT BASIS	Volunteer. Flexible and negotiable, indicatively one to two days per week. Duration is negotiable and can be aligned to a university semester or placement period.
SALARY	Unpaid volunteer position. A stipend is available, amount to be confirmed.

Introduction

WaterAid's vision is of a world where everyone, everywhere has access to safe and sustainable water, sanitation and hygiene. Our mission is to change lives by improving access to safe water, sanitation and hygiene (WASH) in communities around the world. WaterAid works with partners to maximise its impacts for policy change/influence.

WaterAid works through supporting local organisations and government authorities to design and demonstrate appropriate and sustainable WASH programs. WaterAid also seeks to influence policy change through government and other key sector actors to secure and protect the right of people to safe, affordable water and sanitation services.

Everything we do is shaped by our six values:

- Integrity
- Respect
- Collaboration
- Courage
- Accountability
- Innovation

WaterAid is a child safe organisation. We recognise that we must meet community expectations and the trust placed in our personnel to maintain the highest standards of conduct with children. Therefore, all positions within WaterAid are required to comply with our Child Safeguarding Policy and Code of Conduct.

WaterAid is committed to protection from sexual exploitation and abuse in everything we do. The values and standards we uphold are highlighted in our Global Code of Conduct. All positions within WaterAid are required to comply with our Global Code of Conduct.

Position Summary

The position supports the Program Operations Team within Policy and Programs. The team supports programming across WaterAid Australia's country programs in Papua New Guinea, Timor-Leste and Cambodia, providing contract oversight and project management support across a portfolio of donor funded projects.

The volunteer works alongside Program Coordinators and Program Managers, providing support with reporting, record keeping, research and coordination tasks. The role is flexible and will be shaped around the volunteer's interests and availability. It offers exposure to how a non-government organisation manages multi donor grants in practice, from reporting and compliance through to budgets and workplans.

Summary Responsibilities and Duties

1. Supporting the collation and formatting of narrative reports, including compiling inputs from country teams
2. Maintaining trackers and registers for project deliverables, contracts and reporting deadlines
3. Supporting document filing and record keeping in the program management system
4. Preparing meeting papers, agendas and minutes for quarterly program processes
5. Desk based research on donor requirements, sector guidance or country context
6. Supporting the development of templates, guidance notes and process documentation

Qualification, Skills & Attributes (Key Capabilities/Selection Criteria)

Essential	
Knowledge, skills and experience	1. Strong written English and attention to detail. 2. Confidence with Microsoft Word and Excel. 3. Ability to organise your own work and meet agreed deadlines. 4. Interest in international development, WASH, or the Asia Pacific region. 5. No prior sector experience is required.
Education	Current university student or recent graduate.
Personal qualities	1. Commitment to WaterAid's values and a demonstrated working style that reflects these. 2. Demonstrate an understanding of gender equality and women's empowerment, diversity and social inclusion. 3. Commitment to innovation, continuous improvement and open to new ideas. 4. Commitment to WaterAid's Child Safeguarding Policy and Global Code of Conduct.

To Apply

Please submit an application to recruitment@wateraid.org.au by 17 September, with the subject line **Application – POT Volunteer**

Applications for this position must include a resume and a cover letter (max 2 pages) addressing the above Qualification, Skills and Selection Criteria.

For any queries not answered in this document please email recruitment@wateraid.org.au.

Only shortlisted candidates will be contacted.