



## POSITION DESCRIPTION

POSITION	Program Operations Volunteer
REPORTING TO	Head of Program Operations
LOCATION	East Melbourne
CONTRACT TYPE	Volunteer: 1-2 days per week

### Introduction

WaterAid's vision is of a world where everyone has access to safe water and sanitation. Our mission is to transform lives by improving access to safe water, sanitation and hygiene (WASH) in the world's poorest communities.

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 poor people to safe, affordable water and sanitation services.

Everything we do is shaped by our six values:

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

### Overview

WaterAid Australia works within a federated international NGO structure, and is the WaterAid international member responsible for managing country programs in South East Asia and the Pacific. WaterAid Australia has country programs in Timor-Leste, Papua New Guinea, and Cambodia.

WaterAid is looking for motivated volunteer to support the work of the Program Operations team. The Program Operations team hold responsibility for ensuring effective grant management, continuously improving systems and processes and supporting country programs to effectively manage programs and

meet high-quality standards. This volunteer position will support information management, particularly related to contractual requirements and grant documentation.

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.

### **Job Purpose**

The purpose of the role is to support information and document management related to contractual and grant requirements. Specific tasks include:

- Updating of excel database (contracts register)
- Compiling key grant information into summary sheets
- Review of manuals (Operations and Grant Management) to include updated policy information
- File management / Migrating documents as per updated filing structure
- Other tasks as agreed and related to strengthening grant management processes, systems and practices and/or re-accreditation preparations

### **Application Process**

Please submit an application to [recruitment@wateraid.org.au](mailto:recruitment@wateraid.org.au)

All applications should include a resume and a cover letter (max 2 pages)

Experience related to international development, grant management, or understanding of donor compliance requirements preferred though not essential.

For any queries about the role, please email Renae Davies, Head of Program Operations  
[renae.davies@wateraid.org.au](mailto:renae.davies@wateraid.org.au)

Candidates for all roles should demonstrate a commitment to WaterAid' values and standards of safety of children and protection from sexual exploitation and abuse in all our activities; and an understanding of gender equality and women's empowerment, diversity and cultural sensitivity.