



Women's Economic Justice Lead

Close Date: 11:59PM (AEDT)
Sunday 30 January 2022



Supporting women.
Defeating poverty.

Who is CARE Australia?

CARE Australia works to [defeat global poverty by supporting women](#) to create lasting change in their communities around the world. Our programs focus on women because we know that when one woman breaks free from poverty, she brings another four people with her — and that's a powerful multiplier.

We work in partnership with local community leaders to prepare for, respond to, and recover from humanitarian crises and shock. And we support people to determine their own futures by challenging unjust systems that keep people in poverty.

Our poverty-fighting programs work to provide equal opportunities for women that they have long been denied: the ability to earn an income, gain access to their fair share of resources, to lead and participate in decisions that affect their lives, and to be able to withstand the increasing impacts of climate disasters and other crises.

CARE Australia is one member of the global CARE Confederation, working with communities all over the world — every one of us tightly focused on where we can each best support local communities to defeat poverty and social inequality.

CARE launched at the end of World War II, distributing packages of food and essential items to people whose homes, jobs, and way of life had been destroyed by war. Those first-ever CARE Packages became a global name for providing hope and compassion to those who needed it regardless of their religion, ethnicity, gender, or beliefs.

- In 2019-20, CARE Australia assisted 2.4 million people directly across 25 countries, with revenue of \$69.9 million.
- We responded to eight emergencies across 22 countries, and 1.3 million people received humanitarian assistance.
- The global Confederation worked in 104 countries around the world, implementing 1,349 poverty-fighting development and humanitarian aid projects, reaching more than 92 million people directly and 433 million people indirectly.

Position Description

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| Title: | Women's Economic Justice Lead |
| Classification: | Care Band 6 |
| Department: | International Programs and Operations |
| Location: | Melbourne or Canberra |
| Position reports to: | Head, Capability and Impact |
| Position Type: | Permanent, Full time (part time or job share available) |

About CARE Australia

CARE Australia supports women around the globe to save lives, defeat poverty and achieve social justice. We work in partnership with local communities to provide equal opportunities for women that they have long been denied: the ability to earn an income, gain access to their fair share of resources, to lead and participate in decisions that affect their lives, and to be able to withstand the increasing impacts of climate disasters and other crises.

About the Department

The International Programs Department (IP) comprises four units: Capability and Impact, Program Delivery, Business Development, and Pacific Partnerships.

The Department is responsible for the efficient and effective management of Australian funded programs which are delivered primarily in Asia Pacific by a range of CARE International Country Offices and other partners. Programs for which the Department is responsible include both development programs and humanitarian and emergency programs.

The Department ensures that programs are well designed, assists partners to operationalise quality guidelines and provides technical expertise to support program delivery. The Department regularly monitors program implementation and takes management action to ensure program delivery is satisfactory, contractual obligations are met and development gains are achieved. The Department builds and maintains relationships with key institutional donors to secure funding. To fulfil accountability requirements, the Department analyses program outcomes, provides reports to donors and publishes analysis and evaluations to demonstrate the impact of funded programs,

enabling program knowledge to be leveraged at scale by CARE Australia and others in the sector.

The Department draws on its program expertise to contribute to the development of strategic policy advice and well-planned advocacy to donors, major stakeholders and to the Australian public. The Department also works with relevant parts of the CARE International Confederation on program and policy issues. The Capability and Impact Unit sits within the International Programs and Operations Department. It consists of experienced GESI, MEL and Resilience/Climate Justice advisors and is managed by a Head of Unit with additional relevant expertise.

About the Role

CARE Australia's Theory of Change seeks to have gender justice at the heart of our economic justice and climate justice work. The theory of change aims to build CARE's Gender Equality Framework into all programs with a locally led approach, and focuses on 5 key programming areas: Climate Adaptation and Resilience, Humanitarian Action, Livelihoods, Work and Markets, Women's Leadership and Movements, and Just Systems.

The Women's Economic Justice Lead is the portfolio lead and specialist on women's economic justice and economic resilience for CARE Australia. Integral to successful fulfilment of the role is the ability to develop partnerships, programs and resourcing to deliver on CARE Australia's Theory of Change. This includes ensuring minimum program standards as well as pursuing innovation, impact and influence. The Lead is responsible for working with stakeholders and partners to support resourcing and design of programs that are aligned with this framework. The position will support implementation and evaluation and build CARE's credibility and profile in WEJ communities within CARE international and globally.

The Lead works in collaboration with other members of the Capability and Impact Unit to support partners, partnerships and CARE Country Offices. The Lead supports a culture of strategic thinking, learning and continuous improvement and learning within CARE Australia and in engagements with Country Offices. The Lead builds on CI and CA frameworks and global best practice. The Lead will work in ways that are participatory and gender sensitive in the context of a localisation approach.

All CARE staff demonstrate a commitment to the prevention of sexual harassment, exploitation and abuse and the protection of children in their work.

Key Responsibilities

Build an innovative WEJ portfolio

- Working in collaboration with Head and members of CIU, drive the creation of a high-quality economic justice and economic resilience portfolio for CARE Australia, covering, portfolio design and innovation, partnership development, and advocacy.
- Build partnerships and multi-stakeholder engagements that grow CA's impact in Climate Justice, Gender Justice and Economic Justice, particularly funding and influence partnerships.
- Ensure that CA's portfolio development reflects and drives innovation and best practice in economic justice and resilience including at the intersection of gender justice and climate justice.
- Engage with CA's work in markets-based approaches (MBAs) to ensure these leverage and integrate with portfolio strategy to maximise impact within programs and MBAs.
- Actively contribute to the roll out, learning from and adaptation of CA's Theory of Change as it relates to Economic Justice and Resilience – this includes related policies and approaches, advocacy and ongoing monitoring of context to ensure adaptation of programs and approaches.

Ensure a high quality WEJ portfolio is delivered

- Provide hands-on and in-field advice and technical assistance to Program staff, CI Country Offices, local civil society partners and partners to broaden and deepen CA's work in climate justice, resilience, and their intersection with economic and gender justice.
- Lead CA's contribution to the work of the CARE International Women's Economic Justice Impact Area Strategy and associated Global Working Groups and represent at relevant sectoral meetings, conferences, and forums beyond CARE International.
- Proactively contribute to the work of other Units--Program Delivery, Pacific Program, Business Development--and CA Departments to achieve CA's program objectives and targets.

Capture impact for learning, influence and engagement in WEJ

- Contribute to capturing and understanding impact of CA's Theory of Change in its programs and advocacy.
- Carry out relevant research and writing that contributes to CA's program and policy objectives.
- Contribute to development of a programming and policy influence agenda for CA and work with multi-sector stakeholders to build CA's profile and influence with internal and external stakeholders.

- Engage actively and grow CA's internal and external economic justice and resilience-related networks including with government, private sector, not for profit, academic institutions with a view to positioning CA as a thought leader in gender and climate justice and resilience.

Contribute to CARE Australia

- Actively contribute to organisation-wide quality improvement and strategic development as a member of the CA Collaborators.

Selection Criteria

- Subject matter expertise - key economic justice trends and practices and their intersection with gender justice and climate justice issues.
- Demonstrated track record in building gender-transformative economic justice and resilience programs and strategies.
- Experience in partnership development with the private sector, government, not for profit, allies and networks and communities.
- Experience in leading practice and inspiring innovation in economic justice programs, policy and practice, ideally in complex organisations.
- Demonstrated experience in working in diverse teams, and exceptional cross-cultural skills and experience with feminist approaches, localised approaches and sensitivity to power.
- Ideally, experience with humanitarian programming and its intersection with economic justice programming.
- Personal experience of the contexts we work in and/or the forms of injustice we seek to address would be an advantage.
- A commitment to the protection of children and the prevention of sexual harassment, exploitation and abuse.

Approved By

Director, International Programs and Operations

December 2021

CARE Australia Terms and Conditions for Australian-based staff

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| Title: | Women's Economic Justice Lead |
| Department: | International Programs and Operations |
| Location: | Melbourne or Canberra |
| Salary Range: | CARE Band 6 (\$99,440 - \$107,780) |
| \$99,440 | Base Salary (includes a Fringe Benefits component of \$15,899) |
| \$9,944 | 10% Superannuation |
| \$109,384 | Total Package |

Salary packaging

We offer salary packaging options to all Australian-based employees.

Salary packaging can reduce your income tax by allowing you to pay for certain expenses with pre-tax dollars. You have the option to salary package your mortgage, rent, rates, loans, school fees, and more.

This packaging arrangement means the base salary has a higher overall commercial value. To understand how this could impact on you, you may wish to seek independent financial advice. Full details will be given to short-listed candidates if requested.

Employment details: This full-time (part time and job share considered), permanent job is subject to three months' probation. All entitlements are set out in the CA Contract of Employment. Full employment conditions are set out in the CA Human Resource Policy Manual.

Working Hours: All full-time employees work 37.5 hours per week. Each full-time employee is expected to work 7.5 hours during the course of a working day.

Please Note: CA's salary structure is based on eight Bands and five salary points within each band. It is usual for people commencing with CA to be placed on Point One of the relevant band with further progression through the bands related to the ongoing performance appraisal process. The Salary Package listed in this document is Point One for the relevant salary band.

Additional information and how to apply

To apply:

To apply for a job with CARE Australia, please review the Candidate Information Pack and complete the online application form linked to the relevant vacancy on our careers page (<https://careaustralia.connxcareers.com>).

Please ensure you attach your CV and cover letter at the bottom of our application form before clicking 'Apply Now'. Once you have submitted your application you will receive an automatic confirmation of receipt.

The position holder is required to be based either within the Australian Capital Territory or the State of Victoria, with access to the CARE offices in Canberra and Melbourne required within a flexible working model.

Applications close: 11:59 pm Australian Eastern Daylight Time, Sunday 30 January 2022.

Before submitting your application, please ensure you can answer 'yes' to the following:

1. Have you thoroughly reviewed the candidate information pack, including the terms and conditions for the role?
2. Have you completed the online application form?
3. Have you uploaded your cover letter and CV?
4. Does your cover letter include your response to each of the selection criteria?
5. Is your application succinct and informative?

Questions about the role?

Please contact Suzi Chinnery on suzi.chinnery@care.org.au (please do **not** email applications to this address).

Right to work in Australia for international applicants

CA is not in a position to sponsor Australian working visas. In applying for an Australian-based position you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Australian Government Department of Home Affairs. We are unable to sponsor applicants who don't have the right to work in Australia.

Child Protection and Protection from Sexual Harassment, Exploitation and Abuse

We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation, and we embed child protection in all we do. Child protection and protection from sexual harassment, exploitation and abuse, are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. As well as pre-employment checks including police checks and background checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations.

CA will seek information from a job applicant's previous employer about the applicant's suitability for the role. Any allegations relating to sexual exploitation, sexual abuse and/or sexual harassment and/or child abuse, which may or may not have been proven against the applicant, will be relevant information.

By submitting an application, the job applicant confirms that s/he has no objection to CA requesting the information specified above.

To find out more, please contact the Manager - Human Resources.

Gender, diversity and inclusion

CA respects and values diversity, and does not discriminate on the basis of race, gender, ethnicity, age, disability, religion or politics. We are committed to embedding gender equality, diversity and inclusion throughout our organisational practices and in the programs we deliver. This commitment is reflected in all of our processes and policies, including recruitment and selection.

Our selection decisions embody transparency and fairness from the outset of a recruitment process through to the selection decision. This is demonstrated through advertising roles as broadly as possible and basing the selection of the successful applicant on merit. We endeavour to mitigate any potential bias in our selection committee shortlisting processes by ensuring all selection committees are gender balanced and independent.

To ensure all candidates can compete on an equal basis in the application and interview process, CARE will provide reasonable accommodations for assistance where requested. If

you have any requirements that need to be considered as part of your application process, please do not hesitate to let us know.

The recruitment process and expected timeframes

CA appreciates the time and effort taken to apply for a position with us. We are committed to ensuring all recruitment processes are fair, efficient and transparent and we are committed to equal opportunity and diversity in the workplace. Below is some information on how our recruitment processes generally work and expected timeframes:

- All vacant positions are advertised on our website;
- Unless otherwise stated, roles are advertised for a minimum of 2 weeks;
- We aim to complete the short-listing process within 2-4 weeks following the close date of applications;
- Selection committee interviews are held for a select number of candidates either face-to-face or via the telephone, ideally within a month following the application close date;
- Additional background checks may be required prior to the interview such as Right to Work and Working Visas;
- Referee checking of the preferred candidates happens in the week following interviews. Referees will not be contacted without prior permission; and
- An Offer of Employment will ideally be made within a week of interviews.

Tips on how to prepare your application

Your application is the first step towards a rewarding career with CA and our first impression of you. Therefore, it is important that you give yourself the strongest opportunity to succeed right from the beginning.

To improve your chances of selection we recommended that you:

- Thoroughly research CA, including our organisational goals, values, mission and vision;
- Carefully read the Position Description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications;
- Carefully read the Terms and Conditions and check whether you are eligible to apply, and that the salary and entitlements match your expectations; and
- If you wish to discuss the position, the selection process and the work environment, please phone the contact officer outlined in the candidate information pack.

To ensure an informed assessment of your suitability and claims for the position is conducted it is recommended that you complete all parts in the application process.

Tips on how to prepare a CV

Your CV is one of the most useful tools in demonstrating your suitability for a role. When preparing your CV it is important to remember the following:

- Keep it simple and succinct, we recommend approximately 2-4 pages;
- List your relevant work experience in chronological order, starting from your current or most recent role;
- Do not just outline each position and employer, be sure to include your responsibilities and achievements in each position;
- Ensure relevant personal information is provided such as your name, contact number, address and email address as well as any period where you might be uncontactable;
- List your qualifications and the institute from which you received them;
- List at least 2 professional referees, their current role, contact details and their relationship with you. Friends and associates are not suitable as referees;
- Explain any gaps in your career (travel, having a family etc);
- Outline any relevant volunteering experience;
- Do not use abbreviations, slang or jargon; and
- There is no need to insert pictures or graphics, or attach any certificates or referee reports.

Tips on how to prepare your response to selection criteria

Only applications which address the selection criteria will be considered:

- Make sure you respond to each criterion
- Ensure you give practical examples of how you meet the criteria
- Highlight your particular role or strengths in each criterion
- Give the recruitment committee a sense of the depth and breadth of your experience in responding to each criterion

Why work for us?

CA is one of Australia's largest international aid and development agencies. By working for CA, you will make a direct contribution to the ongoing fight to address global poverty. As an organisation that pursues best practice in the work we do, we seek to support our staff through offering a comprehensive package of salary and benefits to complement and enhance your work with us.

Here is a brief list of some of the benefits available to CA staff. Note that outside of Australia, some benefits may vary from country to country to take into account local needs and differences.

Workplace diversity and flexibility

As part of our commitment to Gender Equity and Diversity, we recognise that our staff may need the flexibility to manage their life outside of the office. At CA, we have a range of creative solutions that may be negotiated where possible, on a case-by-case basis, to help you balance work with life. Examples include alternative or reduced hours or job-sharing arrangements.

Performance management

Our performance management framework helps you work closely with your manager to plan, manage, review and give feedback about your performance throughout the year, leading to a salary review based on your continuous improvement. Teamwork is part of our culture and we provide training to our staff and managers in communication and decision-making skills to ensure we remain engaged with the work we do.

Leave entitlements

CA employees have access to standard annual and personal leave and additional leave in recognition of long service. We have paid parental leave, and for eligible staff on overseas postings, we offer rest and rehabilitation leave and annual home leave in recognition of difficult working conditions.

Professional development

Our employees are amongst the best in their fields, and if an opportunity exists to help you continue to build your professional skills and prepare for future aspirations, our Professional Development opportunities will help you do just that. Ongoing staff who have been with us for longer than 12 months have the chance to apply for our Study Support scheme – helping you with reimbursements towards gaining a formal tertiary qualification.

Employee Assistance Program

Our company-paid Employee Assistance Program provides support to our staff and their immediate family members through a free counselling service where any work or personal issues can be discussed confidentially.

Please note, this represents just a small selection of the benefits available to CA staff and does not constitute a legally binding document. Entitlements and other development opportunities are often subject to a qualifying period.

Privacy Policy

Your privacy is important to CA. Please read this carefully as it describes how we handle your personal information.

CA is committed to protecting and securing the privacy and confidentiality of your personal information. If at any point you want to know more about our policy, or are worried about your own details, or have ideas on how we can improve our practices, please let us know via jobs@care.org.au.

Importantly, CA is bound by the *Privacy Act 1998* (Cth) and the privacy provisions of other applicable legislation. In particular, CA must adhere to the *Australian Privacy Principles* in relation to collecting, holding, using, disclosing, securing and allowing access to your personal information.

We may revise this privacy policy from time to time by publishing a revised version on our website. That revised version takes effect from the time it is published.

Collection of personal information

CA collects and uses personal information about you in relation to your application for employment or volunteer/intern engagements with CA.

Your information is collected from you at the time you complete your application for employment or volunteer/intern engagement through our recruitment system. From time to time we may obtain personal information from third parties such as referee reports. When we do so, we will take reasonable steps to ensure that we make you aware of the collection of your information in accordance with Australian privacy law.

'Personal information' simply put is any information or opinion that can identify or be used to identify you.

During our recruitment process, CA may conduct some or all of the following pre-employment screening checks:

- Confirmation of qualification/education levels;
- Confirmation of previous employment;
- Criminal history/background checks;
- Health check; and
- Reference checks.

Why does CA collect this information?

- To determine your suitability for employment or volunteer/intern engagement.
- So we can complete all the necessary steps in preparing you for your employment or volunteer/intern engagement should you be successful.
- So we can contact you about your current application or future employment or volunteer/intern opportunity.

Disclosure of personal information

The information you provide us with will be disclosed to the CA HR Branch and selection committee members directly involved with the recruitment process.

How CA stores your personal information

Your information will be stored by our e-recruitment provider in the cloud on services located in Australia. We require this third party provider, through our agreements with them, to comply with our security guidelines and privacy laws.

Access to personal information outside Australia

We are an international organisation with internal information sharing between our country offices. This means that it is possible your personal information may be shared with our offices based outside Australia if selection committee members are based overseas.

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care.org.au

