



POSITION DESCRIPTION

Position title:	Learning and Impact Advisor
Reports to:	Member and Stakeholder Engagement lead
Direct reports:	N/A
Employment type:	Full-Time
Location:	Canberra Secretariat

Background:

The Australian Council for International Development (ACFID) is the peak body for Australian non-government organisations (NGOs) involved in international development and humanitarian action. Our purpose is to lead and unite our members in action for a just, equitable and sustainable world. ACFID members must comply with the ACFID Code of Conduct, a voluntary, self-regulatory sector code of good practice. Further information about ACFID is available via the ACFID website.

We value diversity in the workplace and model our commitment to the values outlined in our strategic plan. ACFID is an equal opportunity employer and does not discriminate based on race, religion, colour, sex, gender identity, sexual orientation, age, physical or mental disability status or national origin. Applicants will be considered based on qualifications, merit, and business need.

Team Context:

The Learning and Impact Advisor is part of the Member and External Engagement Team that sits within the Effectiveness and Engagement Team at ACFID. The team works closely with the Standards and Code Team and across the ACFID Secretariat.

The purpose of the Member and External Engagement Team is to expand and deepen ACFID's engagement with its members and other stakeholders; and to improve the practice and enhance the capabilities of members and the wider development sector. It does this through identified priorities in ACFID's Strategic Plan, particularly those under the domains of High Performing Sector, International Development Standard, Climate Change and the Civil Society domains.

The Member and External Engagement Team uses a mix of methods and tools to support and enable engagement and positive change in the sector. This includes:

- Providing opportunities to expand and deepen engagement with members and other stakeholders
- Supporting applied research

- Developing resources, guidelines, tools and blended learning strategies which aim to improve sector capacity in relation to elements of the ACFID Strategic Plan and specific standards in the ACFID Code
- Facilitating access to participatory and peer learning opportunities
- Enabling member-led Communities of Practice
- Hosting structured conversations about strategic issues
- The design and delivery of ACFID's annual national conference
- Providing analysis on a range of data regarding the effectiveness and impact of both our members and our learning and engagement programs.

Under the direction of the Member and Stakeholder Engagement Lead, the Learning and Impact Advisor works closely with the Digital Content Advisor to deliver ACFID's suite of learning modalities.

Primary Purpose of Position:

This position is responsible for delivering a learning and impact framework aligned with the objectives set out in ACFID's strategic plan of a high performing NGO sector in ways which improve the individual and collective relevance, capacity and performance of member organisations to advance sustainable development.

Key Responsibilities:

1. Lead the ongoing development of ACFID's learning framework, program, and modalities, including a diverse suite of methods and tools for improving learning and innovation in the sector.
2. Lead or support the development, implementation and review of blended learning strategies which enhance sector capacity in designated areas.
3. Collate and synthesise Monitoring, Evaluation and Learning (MEL) data regarding the effectiveness and impact of ACFID's learning modalities, providing insights that support decision making within the team; along with the provision of technical MEL advice and support to the wider team.
4. Identify opportunities to deliver sector learning or research projects aligned with ACFID's strategic learning focus areas via unusual partnerships or cross-sector initiatives.
5. Engage internal and external stakeholders in the design, delivery and review of flagship learning events to meet the needs of the sector and deliver against ACFID's strategic objectives.
6. Provide secretariat support to ACFID's Development Practice Committee (DPC) to facilitate delivery against their workplan.

7. Provide advice and support on approaches, methods and tools to ACFID staff who are leading or supporting member-focused communities of practice, workshops and conferences.
8. As a member of the Effectiveness and Engagement Team, contribute to the development, implementation and review of team-based plans as required.

Key Relationships:

External

Training providers, organisational learning and knowledge management specialists in member agencies and in DFAT, universities and other research institutions.

Internal

Chief Operating Officer, Engagement and Effectiveness Team members, Chief of Policy and Advocacy and Policy and Advocacy Team members, Business Operations and Services Team, ACFID Development Practice Committee, various ACFID Communities of Practice.

Competencies/Capabilities:

Essential

Technical/Professional

- Professional qualifications in a relevant discipline.
- Demonstrated experience in the design and delivery of learning and innovation frameworks, strategies or approaches.
- Demonstrated ability to design, deliver and evaluate blended learning programs which contribute to change in individual and organisational behaviours.
- Demonstrated experience in capturing and sharing learning, including the use of web-based platforms to facilitate knowledge sharing.
- Demonstrated experience in project management.
- Demonstrated ability to gather and use data and information to drive program improvement, accountability, influence and impact.
- Demonstrated experience in building stakeholder participation and collaboration.

Personal Attributes

- Excellent verbal and written communication skills.
- High level consultation and negotiation skills.
- Demonstrated ability to experiment, reflect, learn and adapt
- Demonstrated critical thinking skills, curiosity and creativity

Highly Desirable

- Experience in and understanding of the not-for-profit sector and in particular the aid and development sector
- Experience working in membership organisations.
- Some knowledge of the administration of a LMS such as Moodle

Required core competencies

Committing to ACFID's values

We value diversity in the workplace and model our commitment to the values outlined in our strategic plan, including gender justice. We believe that these values are fundamental to achieving our vision and purpose.

Being adaptable

We respond to new and emerging challenges in our operating environment with agility and purpose. We achieve results by demonstrating curiosity and a willingness to learn.

Working independently and collaboratively

We have the ability or potential to work within and across teams, and autonomously with minimal direction to manage priorities and achieve our outcomes.

Developing effective working relationships

We build, maintain and strengthen both internal and external relationships. We facilitate collaboration and find common ground across diverse stakeholders. We value clear communication and respectful interpersonal skills.

Exercising sound judgement and critical thinking

We seek out innovative solutions, work creatively and leverage resources to achieve results. We engage with risk and opportunities with a problem-solving approach. We make clear, transparent and principled decisions and commit to action in a timely manner.

Translating the big picture into action

We think strategically and are all responsible for implementing ideas in a practical and evidence-based manner through outcome-oriented planning and action.