

Terms of Reference

Title: Strategy Development Assistant (volunteer role)
Department: Quality & Impact Unit, International Programs
Location: Canberra
Position reports to: Gender Advisor



About CARE

CARE is an international humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development projects and providing emergency relief. We know that supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities. We depend on support from the Australian public to carry out our work.

CARE Australia is a member of the **CARE International confederation**. We strive for a world of hope, tolerance and social justice, where poverty has been overcome and people live in dignity and security.

For over 26 years, CARE Australia has earned an international reputation for our ability to respond quickly to emergency situations in countries as diverse as Haiti, Pakistan and East Africa. We are also renowned for our innovative, sustainable and effective long-term development projects. All our projects are designed to equip the people we support with skills and resources so they can take charge of their lives and work towards a better future.

CARE Australia is directly responsible for program design, implementation, monitoring and evaluation, as well as management and contractual control of all projects. As a consequence, we have a high degree of accountability and transparency. CARE Australia is committed to protecting the rights of children in all areas we work around the world.

About the Department

As part of the CARE Australia International Programs Department, the Quality & Impact Unit works with Country Offices to improve how we measure and report on impact, mainstream gender equality and women's rights programming and adapt our programs to climate change. The Unit also supports the Chief Executive Officer to develop medium term strategic plans for CARE Australia.

About the Role

This role will support the Gender Advisor in the development of the CARE Australia strategy for the period 2015-2018. Discussions with internal and external stakeholders took place from October to December 2014. The next phase – mid January to mid February – will synthesise the findings of the consultations and develop the main strategic goals and measures of success. The February to April phase will flesh out the detail of the strategy including developing a high-level ambition statement and approaches. Finally, the strategy document itself will be documented and finalised for approval by the CARE Australia board in July 2015. This position will support the analysis of information from consultations and undertake research on the aid and development sector and associated areas.

The following tasks will be required:

Key Tasks

- Collate, group and analyse information from stakeholder consultations according to priority themes.
- Conduct desk-based research on developments and trends in the aid and development sector including on private and public funding and technology and innovation.
- Support the development of related briefs for the senior management team and board members.
- Support preparation for the next phase in the strategy development process.

Timeframes

- It is estimated the volunteer will provide support for 1-2 days per week for around 3 months. There is flexibility in days and times worked.
- There is the possibility of extending the volunteer contract on mutual agreement.
- Preferred start is the week of 19 January 2015.

Location

- CARE Australia's Canberra office

Reimbursement

- Volunteer Reimbursement acknowledges that a volunteer will incur out-of-pocket costs in undertaking their volunteer activities for CARE Australia. The Reimbursement provides volunteers with a nominal reimbursement in acknowledgement of those costs for each day they work for CARE Australia.
- In recognising best practice standards for volunteers, CARE Australia offers a payment of \$20 for a 6 – 7.5 hour day. If a volunteer works for less than 6 hours per day they will receive a payment of \$10.

Selection Criteria

We are looking for a detail oriented volunteer who is keen to support the development of CARE Australia's next three year strategy. We are looking for the following experience and expertise:

- Very strong writing and editing skills
- Ability to work independently
- Good research and analytical skills
- Knowledge or background in international development, in particular strategy development (prior experience desirable).

Deadline to submit applications is 9am Monday 12 January. Please submit a cover letter and CV to Laura Taylor, Gender Advisor, laura.taylor@care.org.au.