



Live & Learn Environmental Education

POSITION DESCRIPTION

Position Title	Compliance and Administration Officer
Base	Melbourne
Responsible to	Executive Director/ Finance Manager
Term of Position	02 Year –Part Time 3 Days a week (Monday, Wednesday and Friday)
Functional Relations with	Executive Director, Finance Manager,
Position Objective	To support the implementation of Live & Learn’s internal and external compliance obligations.

Background

Live & Learn is a dynamic learning network of locally registered organisations operating in 11 countries across the Pacific, South East Asia and the Indian Ocean. The Live & Learn International Office is located in Melbourne, Australia and provides strategic and technical support to the Live & Learn network, and ensures effectiveness and transparency as per the Australian Council for International Development (ACFID) Code of Conduct.

Live & Learn country offices are partners to this application and locally registered as NGOs in their respective countries. They are locally managed and staffed and have partnerships with government agencies in their respective countries of operation. Building local capacity, confidence, skills and partnerships within our networks, is fundamental to Live & Learn. This strengthens our relationships with communities, builds local ownership and ensures long-term commitment to our programs. Live & Learn shares knowledge across its network. Effective tools and innovations are adapted from one country to another, with consideration for the local culture and context. Live & Learn is committed to building local systems and groups, and providing on going and support and mentoring. We believe change takes time and an inclusive approach to capacity building is key to achieving lasting change. Our experience has shown that only by fostering and building local leadership and ownership, within and outside an organisation, can change occur and be sustained.

Across the Pacific, the Live & Learn network employs 120 full time staff and benefits from the work of hundreds of volunteers. Our vision is a sustainable and equal world free of poverty. Live & Learn has been working in the Pacific for close to 20 years and has through this time established trusted relationships with communities, governments at all levels, United Nations agencies, non-government organisations and inter-governmental organisations such as University of the South Pacific (USP), Secretariat of the Pacific Regional Environment Programme (SPREP), Secretariat of the Pacific Community (SPC) and the SPC Applied Geoscience and Technology Division (SOPAC).

Building community resilience is an overarching priority for the Live & Learn network. Over the past two decades Live & Learn has observed the links between climate change and natural disasters at community level and building community resilience to disasters and climate change has become an cross cutting theme for all our activities. Currently, Live & Learn is working with close to 400 communities on Disaster Risk Reduction (DRR) and assessing vulnerability and risks,

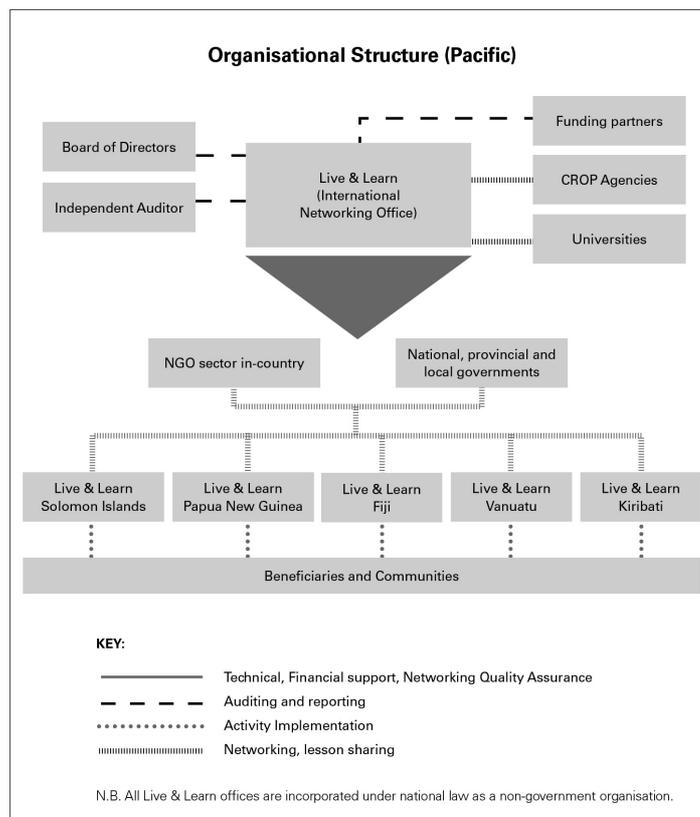
safeguarding livelihoods, food resources and water, promoting climate resilient crops and farming techniques, mobilising communities for coastal protection and sustainable management of forests and marine environments.

Live & Learn’s International Office in Melbourne provides support to in-country Live & Learn offices (and partners) in the areas of: (i) capacity building and up skilling, (ii) technical advice and quality assurance, (iii) knowledge sharing and learning, (iv) financial monitoring and auditing, (v) resource development and (vi) testing, monitoring and evaluation. In addition, Live & Learn’s International Office provides support to local offices in upholding the organisation’s Good Practice Manual, which outlines key operational policies and processes to ensure efficiency, effectiveness, transparency and accountability.

Live & Learn is a signatory to the Australian Council for International Development (ACFID) Code of Conduct, which is a voluntary, self regulatory sector code of good practice.¹ The Code of Conduct defines minimum standards of governance, management and accountability for non-government development organisations. Adherence to the Code is monitored by an independent Code of Conduct Committee elected from ACFID’s membership. Live & Learn’s voluntary adherence to the Code of Conduct demonstrates our commitment to ethical practice and public accountability. Live & Learn is an active member on the ACFID Climate Change Working group, a reference group to Australian Agency for International Development (AusAID), which keep the organisation in touch with latest thinking on DRR, adaptation approaches and international and regional trends.

Live & Learn programs in the Pacific are financially supported by the European Union (EU), AusAID, New Zealand Aid, Asian Development Bank (ADB), World Bank (WB) and various United Nations agencies. No funding request for activities for this Program has been submitted to other donors. Live & Learn has never been in any legal dispute with donors, the government and/or our beneficiaries.

Fig 1. Organisational Structure in the Pacific



¹ More information about the ACFID Code of Conduct can be accessed at www.acfid.asn.au.

Responsibilities (Compliance)

- 1) Maintain and update organisational Compliance register and child protection risk register and provide monthly compliance and risk reports.
- 2) Support local office with compliance on child protection, fraud management, integrity screening and conflict of interest
- 3) Conduct periodic internal reviews or audits to ensure that compliance procedures are followed.
- 4) Conduct or direct the internal investigation of compliance issues and identify compliance issues that require follow-up or investigation.
- 5) Assess compliance, or operational risks and develop risk management strategies.
- 6) File appropriate compliance reports with regulatory agencies.
- 7) Provide employee training on compliance related topics, policies, or procedures, such as fraud prevention and terrorism financing etc.
- 8) Ensure organisational policies and procedures have been documented, implemented, and adequately communicated.
- 9) Responsibility for identifying and addressing corporate risk management issues relating to insurance, office rent, telecommunication, employment contracts, affiliate agreements etc.
- 10) Analyse the existing internal policies and procedures to identify the gaps and the challenges related to the use of and compliance with the existing internal policies and procedures.

Responsibilities (Admin)

- 1) Liaise with external partners, like insurance companies and ensure legal compliance
- 2) Prepare HR documents, like employment contracts, consultant contracts and new hire guides
- 3) Provide assistance to prepare board papers for Finance Committee meeting and Board meetings.
- 4) Arrange travel accommodations and process expense forms

To be successful in this role you need to have:

Personal Qualities

- Maturity of judgement, flexibility, creativity, attention to detail, responsiveness, initiative, ability to empower others, ability to follow through, ability to take a considered approach, ability to work within systems, openness to learning, a sense of humour, a personal commitment to international development.

Qualifications & Experience

- Tertiary level qualifications (e.g. bachelor degree) in a relevant discipline
- Minimum 3 years' relevant experience in compliance roles
- Experience in producing submissions to external bodies such as ACFID and ACNC.
- Strong written and oral communication skills
- Proven ability to influence managers at all levels of the organisation
- A self-starter who can manage tasks and work to a defined set of deliverables with minimal direction
- Experience in Not For Profit Sector

Desirable:

- Experience in producing Board and Committee reporting

APPLICATION PROCESS:

Please send a CV and cover letter by email to recruitment@livelearn.org. In your application please respond briefly to the Essential Selection Criteria in no more than 2 pages. Applications close on 20th Sep 2019. The successful applicant must be able to commence work in mid October 2019; therefore we encourage the potential candidates to apply as soon as their application is ready.

Live & Learn are an equal opportunity employer. We are committed to the wellbeing and safety of all children and employees are required to agree and abide by our Child Protection and Fraud Control Policies, our Good Practice Manual, and follow our Code of Conduct.