POSITION DESCRIPTION

Position title: Research and Program Coordinator

Reports to: Research and Evaluation Lead
(6-month Parental Leave cover, with opportunity for future extension)

Work type: Full-time Fixed term (or .8 FTE)

Location: Melbourne

Start date: April to October 2020

Overview of organisation

The Equality Institute (EQI) is a global, feminist research and creatives agency, dedicated to the prevention of violence against women and girls. We conduct research, provide guidance on policies and programmes, and build creative ways to incite social change.

Our people are positive and seek to inspire. We bring together the world’s best experts working on gender and violence against women and girls from a range of fields, including research, humanitarian response, design, media and film industry leaders to build holistic solutions to the problem of violence against women and girls.

The Equality Institute covers every region in the world, 15 countries and counting. We have worked with the governments of Australia, Cambodia, Kazakhstan and beyond to improve systems and serve women and girls. Our clients have included various agencies of the United Nations, Oxfam, the World Bank, the Bill and Melinda Gates Foundation and Amnesty International.

Over the last three years we have conducted 50 studies around the world, including national prevalence studies, programme evaluations, and systematic evidence reviews. We have trained hundreds of researchers, practitioners and policymakers to better understand what causes violence against women and how to prevent it. We are driving a seismic shift in the way violence against women is understood, to improve the system as a whole. We are a values-driven organisation, and take a positive and empowering approach to inciting change.

The EQI has various policies in place including Child Rights and requires all representatives to sign onto these policies and undertake a National police check.

For more information on the Equality Institute please visit our website: www.equalityinstitute.org
Overview of position

We are seeking an experienced Research and Program Coordinator to support the Equality Institute in advancing gender equality and preventing violence against women globally.

The Coordinator will work closely with other members of the Research team and be responsible for the day-to-day management of specific projects. The role has a focus on high quality project execution, taking a key role in the planning, development, communication and monitoring of data collection and client deliverables. Coordinators are client facing and are expected to skilfully manage client expectations.

This is a unique opportunity to learn from industry experts and contribute to research that has a real impact on policy and practice.

This role reports to the Research and Evaluation Lead and works collaboratively to ensure all tasks are effectively managed and any risks associated to project delivery are identified, communicated, managed and mitigated.

Some international travel - and some extended period in the field – may be required for this role.

Key duties and responsibilities

- Develop and oversee project plans to ensure timely meeting of high-quality deliverables within project scope and within budget
- Coordinate all logistics and administration related to select research projects, including fieldwork set up, hiring of local researchers, training of researchers, and fieldwork implementation
- Conduct and promote ethical and safe research practice and implementation.
- Identify, report and escalate any risks to management as needed
- Support quantitative and qualitative data analysis
- Coordinate report writing process
- Conduct desk-based literature reviews, compile research reports and briefs for various projects, and contribute to publications both for clients and for the organisation
- Support the Research and Evaluation Lead to plan and manage research projects including attending meetings and performing project related duties as required.
- Stakeholder engagement and communicating with clients as required
- Foster and maintain strong relationships with partners and clients to maximise the Equality Institute’s strategic goals
- Manage and maintenance of any online platforms required to conduct surveys, including troubleshooting IT issues
- Contribute to the development of submissions and tender proposals
Qualifications, skills & experience

**Essential**

- A degree in a relevant field such as international development, gender studies, social science or public health
- Excellent project management and solid organisational skills, including attention to detail, problem solving and multitasking
- 5 years professional experience in the international development or gender sectors, including some project management
- Experience in quantitative and/or qualitative research
- Excellent written skills (in English) including the ability to write clear and concise reports, project briefs and other communications for a range of audiences
- Excellent verbal communication and stakeholder management skills, including the ability to confidently liaise with external stakeholders and partners as well as internal colleagues
- Ability to work autonomously, under pressure, and to tight timelines
- Excellent time management, prioritisation and organisational skills
- Strong analytical and critical thinking skills
- Demonstrated experience working with stakeholders from different cultural backgrounds including diverse and marginalised communities within or outside of Australia
- Strong working knowledge of Microsoft Office
- Facilitation skills and experience developing training materials

**Non-essential but desirable**

- Experience in managing fieldwork for quantitative studies in low- and middle-income country (LMIC) settings is highly desirable.
- Experience of online survey tools (such as SurveyGizmo) or tablet-based survey platforms (such as KoBo Collect) is desirable.
- Experience in grant writing, proposal development or responding to tenders
- Experience in managing international development projects.
- Experience working in Asia or the Pacific region a strong advantage.
- Experience in, or exposure to, questionnaire design and development, weighting, statistical analysis and reporting will be viewed favourably.
- Knowledge of data analysis software (such as Stata or SPSS) will be viewed favourably.

**Selection criteria**

1. Aligned to the core intersectional feminist values of the Equality Institute (please see our website for further information) including previous experience working on related issues including gender and gender-based violence, prevention, women’s rights and empowerment, or feminist advocacy.
2. Possession of the qualifications, skills, and experience listed above.
3. An appreciation for, and knowledge of, best practice for safe and ethical research.
Equal opportunity, diversity and inclusion
The Equality Institute fundamentally believes in, and strives to embody, the values of intersectional feminism. We are committed to creating a diverse and inclusive workplace culture that recognises the value in bringing together individuals with a broad range of skills, backgrounds, experiences and perspectives.

The Equality Institute is motivated by a bigger picture outlook that situates our work within broader processes of positive social change. We are a people-centred organisation that highly values all Employees, both as individuals and as the most important resources in terms of our contribution to that social change.

We strive to maintain a flexible workplace that is safe and accessible for all employees, and to provide working arrangements that accommodate the diverse needs of our staff.

The Equality Institute is an equal opportunity employer and strives to maintain a workplace environment that is fair and free of discrimination. We encourage individuals of all backgrounds and abilities to apply for the position.

Salary and benefit
Circa $80k (1 FTE) plus 9.5% superannuation. Salary will be commensurate with the level of skill and experience of the successful candidate. This is a fixed term position for a period of 6 months (parental leave cover.)

The Equality Institute also offers flexible working arrangements, professional development opportunities, well-being services and self-care workshops and training days.

How to Apply
Interested applicants should provide the following documentation:

1. Curriculum vitae outlining relevant qualifications, experience and publications.
2. A cover letter detailing relevant experience and responding to the key skills and selection criteria as outlined above. The cover letter should be a maximum of 2 pages, including a clear statement of why you want to work with the Equality Institute and why you would be suitable for the position.

Please forward these documents or any questions relating to the position to: admin@equalityinstitute.org

Applications close Tuesday 17th March at 5pm AEDT.